

## Certificate IV in Human Resources (BSB41007)

### Who is this course for?

The course is especially designed for those who are interested in a future in Business Administration. Successful completion of this course can lead to futures careers as:

- Human Resources Assistant
- Human Resources Officer
- Payroll Officer

### CORE UNITS

BSBHRM401A	Review human resources functions
BSBHRM402A	Recruit, select and induct staff

### ELECTIVE UNITS

BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBITA401A	Design databases
BSBWOR402A	Promote team effectiveness
BSBCMM401A	Make a presentation
BSBCUS402A	Address customer needs
BSBREL401A	Establish networks

### What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires ten (10) units of competency.



BSBHRM403A	Support performance management process
BSBWRK410A	Implement industrial relations procedure

BSBADM405B	Organise meetings
BSBRES401A	Analyse and present research information
BSBADM406B	Organise business travel
BSBFIA402A	Report on financial activity
BSBINN301A	Promote innovation in a team environment
BSBWOR401A	Establish effective workplace relationships
BSBOHS407A	Monitor a safe workplace

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>  
HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.

**a** 4 Laurel Street, Toowoomba QLD 4350  
**t** 07 4639 4410 **f** 07 4639 4431  
**e** [training@hb.net.au](mailto:training@hb.net.au)  
**w** [hb.net.au](http://hb.net.au)