

# Your Next Steps in Your Career

**BSB40120**

**Certificate IV in Business - Human Resources Focus**

## Course Details

**Course Code:**  
BSB40120

**Duration:** 6-12  
months (depending  
on experience)

**Delivery:** Online +  
Unlimited Phone  
Sessions

**Nationally  
Recognised:** Yes

**Suitable Roles:**

- Young People
- Re-enter the workforce
- career swapping
- admin or HR experience but no formal qualification
- wanting to update skills.



## Who is this course for?

If you love working with people and are interested in developing your career in Human Resources field, this Certificate IV is the essential starting point. Ideal for aspiring HR professionals, this course meets the entry requirements for BSB50320 Diploma of Human Resources.

Get ready to discover and implement practical strategies, build and maintain business relationships, coordinate recruitment and onboarding, support human resource functions, support employee relations and much more.

## Where can this course take you?

This business course could be the key to solve your current career frustrations and assist you to advance your career across a wide range of industries. Once completed You will be equipped with:

- Your Certificate IV of Business qualification,
- Eligibility for entrance into the BSB50320 Diploma of Human Resources Management
- Eligibility for Membership to Professional Associations
- – eg Australian Institute of Office Professionals
- Move towards an human resource manager role

*"This course had a significant impact on my life in terms of work and personal growth. I felt that I could build on my skills and put them into practice straight away. I now feel much more confident in my skills and my ability to communicate with staff on a technical work and personal level."*

– Michelle Gledhill

\*Accurate as 31/01/2023 For the latest information see our webpage.

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## CONTACT US



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**Live Chat**  
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# Here is how to pay the least amount for your **Qualification**

Click to take our **FREE FUNDING QUIZ** and find out which funding option suits you best.

**FUNDING QUIZ**

## Confused which options may suit you?

Our friendly staff are here to help you out. Give us a call and we will work out the best options for you. Click the button to book a call, or chat to us online.

**CONTACT US**

**Full price of this course is \$5,750. The remaining gap fee of your course can be paid via:**

- Tax Deductions Available
- Skills Checkpoint Subsidy

**Call 1800 998 500 for more information**



**We look forward to seeing you at **Graduation!****

## Units

There are **12 units** in this qualification.

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.

### **BSBHRM415**

Coordinate recruitment and onboarding

### **BSBHRM417**

Support human resource functions and processes

### **BSBHRM411**

Administer performance development processes

### **BSBHRM412**

Support employee and industrial relations

### **BSBPEF402**

Develop personal work priorities

### **BSBPEF403**

Lead personal development

### **BSBCRT411**

Apply critical thinking to work practices

### **BSBTWK401**

Build and maintain business relationships

### **BSBXC401**

Apply communication strategies in the workplace

### **BSBWHS411**

Implement and monitor WHS policies, procedures and programs

### **BSBTEC404**

Use digital technologies to collaborate in a work environment

### **BSBWRT411**

Write complex documents

## NEXT STEPS

**1**

### **Choose Funding**

Complete our Funding Quiz OR Call Us on 1800 998 500 to find out what funding you are eligible for.

**2**

### **Enrol!**

Meet your Completion Coach and Trainer and get started on your course.