

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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Risk Free Guarantee
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(gti.edu.au/riskfree)



CONTACT US



Phone
1800 998 500



Website
globaltraining.edu.au



Email
enrol@globaltraining.edu.au



Live Chat
gti.edu.au/contact

How much will it cost?

NSW Funded

There is lots of funding available at the moment: subsidies, payment plans, government grants that may make your course 100% FEE-FREE or at least pay \$0 upfront to start....

To see what you are eligible for, either complete the free funding quiz below quick or just give us a call on 1800 998 500 and we will work out the best option for you.

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

[FUNDING QUIZ](#)

NSW Smart and Skilled Subsidy

You may be eligible for a fully funded FEE-FREE qualification with us through the NSW Skilling for Recovery – JobTrainer program.

Take advantage while the government helps pay for your course. Don't miss out on this opportunity to stand out from the crowd on your next job application.

'Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments'



[CLICK HERE FOR MORE INFO](#)

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](#)

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

BSBXCM401

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.