



BSB40120

# Certificate IV in Business (HR Focus)

**STUDY ONLINE**

## HUMAN RESOURCES FOCUS

If you love working with people and are interested in developing your career as a Human Resources professional.

### Course Details

**Course Code:**  
BSB40120

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

**Delivery:**  
Online + Unlimited  
Phone Sessions

**Nationally  
Recognised:**  
Yes

**Future Study:**  
This course  
meets the entry  
requirements for  
BSB50320 Diploma  
of Human Resources  
Management

### 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.

During this qualification you will discover and implement practical strategies that will prepare you for roles in Human Resources.

You will learn how to build and maintain business relationships, Coordinate recruitment and onboarding, Support human resource functions, Support employee relations and much more.

This qualification is ideal for aspiring HR professionals as it meets the entry requirements for BSB50320 Diploma of Human Resources.

#### Here's what one of our students thinks...

"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

### 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 Membership to Professional Associations – eg Australian Institute of Office Professionals
- Your Career Plan (developed for the next 2 -5 years)
- Your Resume and LinkedIn profile updated



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**Live Chat**

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## 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...

You are welcome to have a browse of our funding options page by [Clicking Here](#) but you'll probably find more than one that will fit you.

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.

## 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.

[CLICK HERE FOR MORE INFO](#)



NSW Funding

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

Click the **FREE FUNDING QUIZ** icon on the right and complete a few questions to find out which funding option suits you best.

**FREE FUNDING QUIZ**

[gti.edu.au/funding-quiz](http://gti.edu.au/funding-quiz)

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## Units

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

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

BSBHRM415  
Coordinate recruitment and onboarding

BSBHRM417  
Support human resource functions and processes

BSBHRM411  
Administer performance development processes

BSBHRM412  
Support employee and industrial relations

## 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.

**Call us today on  
1800 998 500!**