### School of Business and Law

#### BSB41015 Certificate IV in Human Resources
Course Planner – 2019 Onwards

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Type</th>
<th>Credit/RPL</th>
<th>Passed/Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBWHS401</td>
<td>Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BSBHRM404</td>
<td>Review Human Resource Functions</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>BSBHRM405</td>
<td>Support the Recruitment, Selection and Induction of Staff</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>BSBHRM403</td>
<td>Support Performance Management Process</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BSBLDR402</td>
<td>Lead Effective Workplace Relationships</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>BSBWRK411</td>
<td>Support Employee and Industrial Relations Procedures</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Elective</td>
<td><em>(see below)</em></td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Elective</td>
<td><em>(see below)</em></td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Elective</td>
<td><em>(see below)</em></td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Elective</td>
<td><em>(see below)</em></td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Units: 10**

✓ Completed

**Elective Options**
Complete any four (4) Elective units from the below list:
- BSBHRM501 Manage Human Resource Services
- BSBHRM506 Manage Recruitment Selection and Induction Processes
- BSBRES411 Analyse and Present Research Information
- BSBWRT401 Write Complex Documents
- BSBADM405 Organise Meetings
- BSBCUS402 Address Customer Needs

Once you have selected your Elective units, please contact the Course Advice Team by emailing spc@cqu.edu.au to request an updated course planner as availability is limited.

---

**Important Note:** This Course Planner has no formal or legal status but is used to assist students in planning their course. Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements. Last Updated: 15/01/2019
MORE DETAILS:

To satisfy the requirements for the award of BSB41015 Certificate IV in Human Resources students must complete 10 units.

Study Mode/Recommended Study Schedule
The BSB41015 Certificate IV in Human Resources course is offered via Online delivery with intakes in January, February, March, April, May, June, July, August, September, October, and November.

Please refer to the More Details tab of your course page in the CQU Handbooks for further information.

Course Structure Requirements
In the BSB41015 Certificate IV in Human Resources course, students are required to complete the following course structure:

- 6 Core Units
- 4 Elective Units

Course Duration

<table>
<thead>
<tr>
<th>Mode</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12 months</td>
</tr>
<tr>
<td>Part Time</td>
<td>18 months</td>
</tr>
</tbody>
</table>

Student Outcomes, Career Opportunities and Occupations
Possible job outcomes include: Human resources assistant; Human resources coordinator; Human resources officer and Payroll officer.

Credit Transfer & Recognition of Prior Learning
Credit Transfer: Please refer all enquiries regarding credit transfer for your previous studies to your teacher.

Recognition of Prior Learning (RPL): If you would like to apply for RPL for your on-the-job experience, you can request an RPL kit by emailing rpl@cqu.edu.au.

Pathway into Further Education

- BSB30115  Certificate III in Business
- BSB40215  Certificate IV in Business
- BSB50215  Diploma of Business
- BSB50615  Diploma of Human Resources Management

If you have any questions in regard to your course, please contact the Course Advice Team:

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR http://handbook.cqu.edu.au