



Australian Government

Department of Education, Employment and Workplace Relations

BSB41007 Certificate IV in Human Resources

Revision Number: 1

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Modification History

Not applicable.

Description

Descriptor

This qualification reflects the role of individuals who work in a range of support positions in human resources management. In smaller companies they may work across all human resources functional areas and in larger companies they may be assigned responsibilities in units or business areas focussed on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

Job Roles

- Human Resources Assistant
- Human Resources Officer
- Payroll Officer.
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Pathways Information

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB30107 Certificate III in Business or other relevant qualification/s

OR

- with vocational experience in assisting human resources team leaders, supervisors or managers in their work but without formal human resource qualifications.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administration Officer
- Executive Personal Assistant
- Human Resources Clerk
- Office Administrator
- Project Assistant.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB50607 Diploma of Human Resources Management.
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Licensing/Regulatory Information

Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Qualification Code and Title

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> using communication and representation to develop and maintain effective working relationships and networks using negotiation and conflict management skills to resolve issues
Teamwork	<ul style="list-style-type: none"> actively encouraging consultation and co-operation on human resources initiatives motivating, mentoring, coaching and developing staff
Problem-solving	<ul style="list-style-type: none"> identifying and analysing industrial relations issues, methods to attract job applicants and assisting managers to address performance management issues implementing processes to resolve issues that are raised by co-workers
Initiative and enterprise	<ul style="list-style-type: none"> seeking and valuing contributions to develop and refine new ideas and approaches
Planning and organising	<ul style="list-style-type: none"> gathering, organising and presenting workplace information scheduling interviews and coordinating selection processes
Self-management	<ul style="list-style-type: none"> ensuring that key tasks are undertaken to support organisational timeframes for human resources strategies, such as performance appraisal planning own work including predicting consequences and identifying improvements
Learning	<ul style="list-style-type: none"> participating in professional networks and associations to obtain and maintain knowledge and skills
Technology	<ul style="list-style-type: none"> selecting and using a range of functions on a computer application using business technology to produce reports

Packaging Rules

Packaging Rules

Total number of units = 10

4 core units plus

6 elective units

3 elective units must be selected from the elective units listed below.

The remaining **3 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core units**Human Resource Management**

- BSBHRM401A Review human resources functions
- BSBHRM402A Recruit, select and induct staff
- BSBHRM403A Support performance management process

Workplace Relations

- BSBWRK410A Implement industrial relations procedures

Elective units**Customer Service**

- BSBCUS402A Address customer needs

Financial Administration

- BSBFIA402A Report on financial activity

General Administration

- BSBADM405B Organise meetings
- BSBADM406B Organise business travel

Innovation

- BSBINN301A Promote innovation in a team environment

Interpersonal Communication

Packaging Rules

BSBCMM401A Make a presentation

IT Analysis and Design

BSBITA401A Design databases

IT Use

BSBITU401A Design and develop complex text documents

BSBITU402A Develop and use complex spreadsheets

BSBITU404A Produce complex desktop published documents

Occupational Health and Safety

BSBOHS407A Monitor a safe workplace

Recordkeeping

BSBRKG404A Monitor and maintain records in an online environment

Recruitment and Employment Services

BSBEMS401B Develop and implement business development strategies to expand client base

BSBEMS402B Develop and implement strategies to source and assess candidates

BSBEMS403B Develop and provide employment management services to candidates

BSBEMS404B Manage the recruitment process for client organisations

Relationship Management

BSBREL401A Establish networks

Research

BSBRES401A Analyse and present research information

Risk Management

BSBRSK401A Identify risk and apply risk management processes

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Workplace Effectiveness

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness

Writing

BSBWRT401A Write complex documents

Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An

Packaging Rules

example of appropriate elective units for a particular outcome follows.

Human Resources Officer

4 core units plus

6 elective units

- BSBCMM401A Make a presentation
- BSBOHS407A Monitor a safe workplace
- BSBREL401A Establish networks
- BSBRES401A Analyse and present research information
- BSBWOR401A Establish effective workplace relationships
- BSBWRT401A Write complex documents

Payroll Officer

4 core units plus

6 elective units

- BSBCUS402A Address customer needs
- BSBFIA302A Process payroll
- BSBFIA402A Report on financial activity
- BSBITA401A Design databases
- BSBITU402A Develop and use complex spreadsheets
- BSBRSK401A Identify risk and apply risk management processes

Unit Grid

BSBADM405B Organise meetings

BSBADM406B Organise business travel

BSBCMM401A Make a presentation

BSBCUS402A Address customer needs

BSBEMS401B Develop and implement business development strategies to expand client base

BSBEMS402B Develop and implement strategies to source and assess candidates

BSBEMS403B Develop and provide employment management services to candidates

BSBEMS404B Manage the recruitment process for client organisations

BSBFIA302A Process payroll

BSBFIA402A Report on financial activity

BSBHRM401A Review human resources functions

BSBHRM402A Recruit, select and induct staff

BSBHRM403A Support performance management process

BSBINN301A Promote innovation in a team environment

BSBITA401A Design databases
BSBITU401A Design and develop complex text documents
BSBITU402A Develop and use complex spreadsheets
BSBITU404A Produce complex desktop published documents
BSBOHS407A Monitor a safe workplace
BSBREL401A Establish networks
BSBRES401A Analyse and present research information
BSBRKG404A Monitor and maintain records in an online environment
BSBRSK401A Identify risk and apply risk management processes
BSBSUS301A Implement and monitor environmentally sustainable work practices
BSBWOR401A Establish effective workplace relationships
BSBWOR402A Promote team effectiveness
BSBWRK410A Implement industrial relations procedures
BSBWRT401A Write complex documents