

# Certificate IV in Human Resource Management

COURSE CODE	BSB40420
LOCATIONS	Warrnambool
STUDY MODE	Full-time, On Campus, Online
Length	12 months
Commencement	Apply any time
Timetable	Two three-hour virtual classes per week plus ten 6-hour Saturday classes

## Course Overview

*This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.*

### Introduction

If you're working in, or want to move into, a role that involves people management, this course is for you.

This course will give you a solid foundation in human resource management. You'll learn how to plan and deliver HR services, support employees through every stage of their employment, manage workplace health and safety, and create positive workplace relationships across any industry.

You'll learn through a mix of virtual classes, online resources, and on-the-job experience, and you'll have the knowledge and confidence to take on a range of Human Resource Management roles in any organisation.

### What will I Learn?

During this course, you will gain skills and knowledge in:

- leading difficult conversations
- building and maintaining business relationships
- supporting human resource functions and processes
- supporting the learning and development of teams and individuals
- supporting employee and industrial relations
- leading diversity and inclusion

### Mode of delivery

One evening per week (Tuesdays 5pm – 8pm) via virtual classroom

One evening per week (Thursdays 5pm - 8pm) via virtual classroom

Plus 10 Saturday workshops (9.30am - 4pm) via virtual classroom

**\*Virtual classroom** - a live online teaching and learning environment where teachers and students can present course materials, engage, interact, and work in groups together.

### Course Outcomes and Career Opportunities

Upon completion of this course, you will be equipped with the skills and knowledge to undertake a range of Human Resource Management roles, including:

- Human Resources Officer

- Human Resources Coordinator
- Payroll Officer

## Pathways

Upon successful completion, you may choose to continue study in human resource management at Diploma level.

## Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

## Course Requirements

*This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.*

### Course requirements

To be eligible for this qualification, you must successfully complete 12 units: 6 core and 6 elective.

### Units offered

#### Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBWHS411	Implement and monitor WHS policies, procedures and programs	50	\$0.00
BSBHRM413	Support the learning and development of teams and individuals	40	\$0.00
BSBHRM415	Coordinate recruitment and onboarding	50	\$0.00
BSBHRM417	Support human resources functions and processes	50	\$0.00
BSBHRM411	Administer performance development processes	40	\$0.00
BSBHRM412	Support employee and industrial relations	50	\$0.00

#### Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBTWK401	Build and maintain business relationships	35	\$0.00
BSBCMM411	Make presentations	30	\$0.00
BSBOPS405	Organise business meetings	20	\$0.00
BSBTWK501	Lead diversity and inclusion	60	\$0.00
BSBCMM412	Lead difficult conversations	40	\$0.00



BSBHRM529	Coordinate separation and termination processes	60	\$0.00
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## After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

### Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

### Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

### Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

## Fees

*This section gives you an overview of course fees, subsidies, and how they can be paid.*

## Course Fees

Here's an outline of fees and costs associated with your course.

**Your fees each year can be made up of 3 different elements.** Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

## Tuition fees

**There are 4 different rates of tuition fees.** Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.  
[Find out more about subsidised training](#)
2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.  
[Find out more about concession rates](#)
3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.  
[Find out more about Free TAFE](#)  
[Find out more about Free TAFE Pathways Programs](#)
4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

## **FIND OUT MORE ABOUT FEES AND ELIGIBILITY**

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$3,100.00
Concession rate	\$620.00
Full fee rate (if not eligible for govt subsidy)	\$7,170.00

  

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$192.90

## **Resource and/or materials costs**

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

## **How do I pay my fees?**

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

## **Next Steps**

*Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.*

## **How to apply**

There are [five simple steps to apply for a course](#) with us.

1. Apply - complete a [short online application form](#). Once this form is submitted we'll send you a thank-you email.
2. Literacy and Numeracy Assessment - we will assess whether you need to undertake a Language, Literacy and Numeracy (LLN) assessment and email it to you if required.  
If you are not required to undertake this assessment, you will skip to step 3.
3. Chat to our team - your teacher or course specialist will contact you to discuss the course in more detail and ensure the right units of study are selected for you.
4. Enrol – you will be sent an email to accept your offer for the course. By accepting, you will be directed to verify your details and submit your enrolment for processing.
5. Pay - once we've completed your enrolment, we will send you an invoice to arrange [payment of your course fees](#).

If you need any assistance with applying, [contact our team](#) on 1300 648 911 or visit your nearest campus.

## Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

## Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).