

BSB41007: Certificate IV in Human Resources

Qualification Rules:

Total number of units = 10

4 core units plus

6 elective units

At least **3** of the **elective units** must be selected from the elective units listed below.

The other **3 elective units** may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. 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.

Units selected from other Training Packages must not duplicate units selected from or available within the Business Services Training Package.

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

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

Workplace Effectiveness

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness

Writing

BSBWRT401A Write complex documents