

Qualification details



BSB41013 - Certificate IV in Human Resources

Summary

Releases:	Release	Status	Release date
	1	Current	2013/03/18

Usage recommendation: **Superseded**

Mapping:	Mapping	Notes	Date
	Is superseded by and equivalent to BSB41015 - Certificate IV in Human Resources	Updated to meet Standards for Training Packages.	2015/03/25
	Supersedes BSB41007 - Certificate IV in Human Resources	Qualification structure revised to reflect broader application within a range of human resource roles and contexts. Total units remain at 10. Core units increased from 4 to 6. Elective units reduced from 6 to 4.	2013/03/18

Training packages that include this qualification

Code	Title	Release
BSB07	Business Services Training Package	8.0 - 9.0

Units of competency

Code	Title	Essential
BSBADM405B	Organise meetings	Elective
BSBCMM401A	Make a presentation	Elective
BSBCUS402B	Address customer needs	Elective
BSBCUS403B	Implement customer service standards	Elective
BSBEMS401B	Develop and implement business development strategies to expand client base	Elective
BSBEMS402B	Develop and implement strategies to source and assess candidates	Elective
BSBEMS403B	Develop and provide employment management services to candidates	Elective
BSBEMS404B	Manage the recruitment process for client organisations	Elective
BSBFIA302A	Process payroll	Elective
BSBFIA402A	Report on financial activity	Elective
BSBHRM403B	Support performance-management processes	Core
BSBHRM404A	Review human resources functions	Core
BSBHRM405A	Support the recruitment, selection and induction of staff	Core
BSBINM401A	IMPLEMENT WORKPLACE INFORMATION SYSTEM	Elective
BSBINN301A	Promote innovation in a team environment	Elective
BSBITU304A	Produce spreadsheets	Elective
BSBITU401A	Design and develop complex text documents	Elective
BSBITU402A	Develop and use complex spreadsheets	Elective
BSBITU404A	Produce complex desktop published documents	Elective

Code	Title	Essential
BSBLED401A	Develop teams and individuals	Elective
BSBREL401A	Establish networks	Elective
BSBRES401A	Analyse and present research information	Elective
BSBRKG404A	Monitor and maintain records in an online environment	Elective
BSBRSK401A	Identify risk and apply risk management processes	Elective
BSBSUS301A	Implement and monitor environmentally sustainable work practices	Elective
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBWOR401A	Establish effective workplace relationships	Core
BSBWOR402A	Promote team effectiveness	Elective
BSBWRK411A	Support employee and industrial relations procedures	Core
BSBWRT401A	Write complex documents	Elective
TAEDEL301A	Provide work skill instruction	Elective

Classifications

Scheme	Code	Name
ANZSCO Identifier	599411	Human Resource Clerk
ASCED Qualification/Course Field of Education Identifier	0803	Business And Management
ASCO (occupation type) Identifier	6193-11	Personnel Records Clerk
Qualification/Course Level of Education Identifier	511	Certificate IV
Taxonomy - Industry Sector	N/A	Financial Services, Advertising and Marketing, Community Services, Customer Service, Business Administration, Education Administration, Retail Services, Public Administration
Taxonomy - Occupation	N/A	Human resources coordinator, Human resources assistant/administrator, Human resources officer, Human Resources Clerk

Classifications history

Scheme	Code	Name	Start date	End date
ANZSCO Identifier	599411	Human Resource Clerk	2013/10/03	
ASCO (occupation type) Identifier	6193-11	Personnel Records Clerk	2013/10/03	
ASCED Qualification/Course Field of Education Identifier	0803	Business And Management	2013/10/03	
Qualification/Course Level of Education Identifier	511	Certificate IV	2013/03/18	