BSB41015 Certificate IV in Human Resources

Release 3
BSB41015 Certificate IV in Human Resources

Modification History

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<th>Release</th>
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<tr>
<td>Release 3</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.</td>
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<tr>
<td>Release 2</td>
<td>This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.</td>
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<td>Release 1</td>
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Qualification Description

This qualification is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers.

Workplace responsibilities would be determined at a workplace level. Some smaller business may require employees to work across all aspects of human resources. In larger companies, individuals may just have responsibility for a singular aspect of human resources such as remuneration.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 10
6 core units plus

4 elective units, of which:
- 2 units must be from the elective units listed below
- 2 units may be from any endorsed Training Package or accredited course at Certificate III level or above.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units
BSBHRM403 Support performance management processes
BSBHRM404 Review human resources functions
BSBHRM405 Support the recruitment, selection and induction of staff
BSBLDR402 Lead effective workplace relationships
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRK411 Support employee and industrial relations procedures

Elective Units
BSBADM405 Organise meetings
BSBCMM401 Make a presentation
BSBCUS402 Address customer needs
BSBCUS403 Implement customer service standards
BSBEMS401 Develop and implement business development strategies to expand client base
BSBEMS402 Develop and implement strategies to source and assess candidates
BSBEMS403 Develop and provide employment management services to candidates
BSBEMS404 Manage the recruitment process for client organisations
BSBFIA302 Process payroll
BSBFIA412 Report on financial activity
BSBINM401 Implement workplace information system
BSBINN301 Promote innovation in a team environment
BSBITU314 Design and produce spreadsheets
BSBITU401 Design and develop complex text documents
BSBITU402 Develop and use complex spreadsheets
BSBITU404 Produce complex desktop published documents
BSBLDR403 Lead team effectiveness
BSBLED401 Develop teams and individuals
BSBREL401 Establish networks
BSBRES411 Analyse and present research information
BSBRKG404 Monitor and maintain records in an online environment
BSBRSK401 Identify risk and apply risk management processes
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWRT401 Write complex documents
TAEDEL301 Provide work skill instruction

**Qualification Mapping Information**

<table>
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<tr>
<th>Code and title current version</th>
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<tr>
<td>BSB41015 Certificate IV in Human Resources Release 3</td>
<td>BSB41015 Certificate IV in Human Resources Release 2</td>
<td>Updates to codes and titles in the unit list</td>
<td>Equivalent qualification</td>
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**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10