



Australian Government

**BSBSS00105 Human Resources
Foundations Skill Set**

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Description

This skill set addresses the skills and knowledge to assist the human resources function in an organisation as well as meeting the entrance requirements for the BSB50320 Diploma of Human Resource Management.

Pathways Information

Units from this skill set can contribute to credit towards BSB40420 Certificate IV in Human Resources.

Licensing/Regulatory Information

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

Skill Set Requirements

BSBHRM411 Administer performance development processes
BSBHRM412 Support employee and industrial relations
BSBHRM415 Coordinate recruitment and onboarding
BSBHRM417 Support human resource functions and processes

Target Group

This skill set is for individuals who assist the human resources function within an organisation as well as those seeking to satisfy the Entry Requirements for BSB50320 Diploma of Human Resource Management.

Suggested words for Statement of Attainment

These units of competency from the BSB Business Services Training Package meet industry requirements for an individual who assists the human resources function in an organisation.