



INSPIRE
EDUCATION

Business Administration
& Human Resources



Certificate IV in
Human Resource Management

BSB40420

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**EOFY
SALE**

ENDS
23.06.22

Develop your skills with the Certificate IV Human Resource Management (BSB40420)

Always wanted to work closely with people? Reach your goals with the BSB40420 Certificate IV in Human Resource Management!

Becoming qualified in HR is a meaningful and exciting career move. Develop a wide range of practical human resource skills in this nationally recognised HR qualification!

Work towards your goal of becoming a human resources officer, human resources coordinator, payroll officer, or a range of other professional roles.

The BSB40420 Certificate IV in Human Resource Management will give you the skills you need to perform key human resource tasks and activities with confidence.

Don't let your aspirations to work in an HR capacity wait any longer!

DON'T WAIT,
PROPEL YOUR
CAREER
FORWARD
NOW!



What Will You Learn?

The BSB40420 Certificate IV in Human Resource Management will help you learn a broad range of valuable HR skills and practical skills, such as administering performance development processes, coordinating recruitment and onboarding, conflict resolution, and supporting human resource functions.

Furthermore, you will also learn how to organise business meetings, process payroll, introduce organisational culture to employees, help strengthen employee relations, industrial relations procedures, and personal development, performance management, apply proper communication strategies, workforce planning, manage employee satisfaction, be in charge of separation and termination processes, implement health and wellness programs for the company, use HR information systems, implement and monitor WHS policies, procedures, and programs.

This course is perfect for anyone wishing to become:

- Human Resources Clerk
- Human Resource Officer
- Human Resources Coordinator
- Human Resources Administrators
- Human Resources Assistants
- Payroll Officer



NATIONALLY RECOGNISED
TRAINING



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Course Outline

Course Code:

BSB40420

Delivery Method:

Mixed Mode Delivery

Course Duration:

Maximum 12 months

Expected Study Hours:



At least 625 hours depending on existing skills and knowledge

Assessment Methods:

- Questioning (e.g. written questions/questionnaire, knowledge assessment, self-reflection, and self-evaluation)
- Product-Based Methods* (e.g. projects, practical assessment, case study, and structured tasks)

**Students have the option to undertake assessments for certain subjects in the workplace or using the simulation environment*

Inspire Education (RTO #32067) will provide you first-class training and student support while you undertake your studies in the Nationally Recognised Certificate IV in Human Resource Management (BSB40420).

Inspire Education offers a range of Nationally Accredited training options designed to meet the needs of students, businesses and industry.

Training Delivery

The BSB40420 Certificate IV in Human Resource Management is delivered online, and through **Mixed Mode Delivery** with workplace training. This means students complete their course at their own pace, using Inspire's online student portal. Delivery includes face-to-face webinars, self-paced study, directed research, and online learning and assessment materials and activities.

You will have up to 12 months to complete the course from your enrolment date via this delivery method. We have a continual intake of students on this basis, meaning you can enrol straight away!

Study from Sydney, Melbourne, Brisbane, Adelaide, and Perth - or anywhere in Australia with internet access!

This course has been specifically designed to ensure you get the most out of your training. Assessment is conducted using a combination of written questions, case studies and practical assessment to give you maximum opportunity to develop your HR knowledge.

Please read our policies and procedures in the Inspire Education [Student handbook](#) before enrolling by [clicking here](#).

Recognition of Prior Learning (RPL)

RPL is offered to any Learner who can provide evidence of competency for the units offered within this qualification. This can include any previous training (formal or informal) of previous life or work experience. The [RPL process](#) is really straightforward, simply indicate on your enrolment form that you would like to apply for RPL and once your enrolment is confirmed, you will receive an RPL pack to help with evidence collection. Your trainer will also call to go through any potential RPL opportunities you may have. Simple!

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Entry Requirements

There are **no formal prerequisites** for this qualification, however, it is preferred that students:

- Are 18 years or older
- Have sound language, literacy, and numeracy skills (at least Year 10, or equivalent)

Students are required to:

- Obtain a Unique Student Identifier (USI)
- Provide a valid ID with his/her picture and signature
- Undertake a Language, Literacy and Numeracy Evaluation
- Undertake a Personal Learning Plan with Cohort explanation and learning pathway

All students considering a self-paced online course should give consideration to the following prior to enrolment:

- Ability to access any required technologies
- Information technology skills in accessing and using online programs
- Experience and self-motivation to learn on their own
- Competing pressures, such as work and family commitments, that may impact self-paced study time

Take our "Online Study Readiness Survey" to do a self-assessment! Visit the [Inspire FAQ page](#) for more info.

Training Resources

To support you in your studies, Inspire Education will provide:

- Access to a student account in the Learning Management System (LMS) for submission
- Learning Materials and Assessment Workbooks
- Case studies and simulations, where applicable
- Templates for completing project documents
- Access to relevant acts, regulations and standards
- MYOB Student Edition

To complete your studies, you will need to have access to:

- Computer with:
- Internet access through Google Chrome
- MS Word, MS PowerPoint, or equivalent applications
- Adobe Acrobat Reader
- Printer and scanner
- Headset for webinar participation (optional)
- Video recording equipment (e.g. mobile phone, video recorder)



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Why Study with Inspire Education?

- ✔ Inspire Education has a reputation as a leading Australian provider of quality training
- ✔ Inspire Education trains hundreds of Australians every year!
- ✔ All Inspire Education courses are nationally accredited and nationally recognised
- ✔ Our trainers are industry experts and extremely passionate
- ✔ Enjoy premium student support services and unlimited access to your trainer
- ✔ Easy to follow student resources to help you reach your goals faster
- ✔ Our courses are competitively priced and delivered to the highest standard
- ✔ Choose from a range of flexible study options

Learner Cohorts

You will complete a Personal Learning Plan Evaluation as part of your enrolment. You will then be provided with a training plan that identifies your cohort, taking into account your existing level of relevant knowledge and skills. The amount of training and support required for each learner will vary on these four cohorts:

Beginner (Full Study Model) - includes learners with limited relevant knowledge or skill in the competence contained in this qualification; no recent related industry experience; **study hours is at least 625 hours**

Intermediate (Partial Study Model) – includes learners with moderate relevant knowledge and skill in the competence contained in this qualification; limited recent related industry experience; **study hours is at least 553 hours**

Advanced (Partial Recognition Pathway) – includes learners with extensive relevant knowledge and skill in the competence contained in this qualification; worked previously in a relevant role, or have completed BSB41013 Certificate IV in Human Resources, but with no recent related industry work experience; **study hours is at least 293 hours**

Expert (Assessment Only) - consists of individuals currently working in a human resources role for more than 5 years and has extensive relevant knowledge and skill in the competence contained in this qualification; these candidates are recommended to undertake a full recognition pathway; this includes candidates holding the BSB41013 Certificate IV in Human Resources who are currently practicing in a workplace; **study hours is at least 250 hours**

Qualification Pathways

Students enrolled in the BSB40420 Certificate IV in Human Resource Management may wish to study other HR courses that will support them further in their human resource management and other industry skills.

Other options available to students may include:

- BSB50320 Diploma of Human Resource Management
- BSB60320 Advanced Diploma of Human Resource Management



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Workplace Requirements

To successfully complete this Human Resources management course, assessment components require to be undertaken in a real workplace environment, where evidence gathered demonstrates consistent performance of Human Resource Management duties involving Human Resources Information Systems, Payroll Systems, Work Health and Safety, and Risk Management Systems.

Students are recommended to have access to a workplace to undertake assessment. Alternatively, students must have access to a safe environment to undertake simulations. Access to the following resources is required to undertake the assessments:

- A workplace supervisor (for the workplace pathway)
- Office equipment and resources
- Active email address
- Cloud storage (Dropbox, Google Drive, SharePoint, or similar)
- Meeting room
- Organisational policies and procedures
- Organisational information/documentation:
 - Style guide
 - Job description
 - Work contracts
 - Grievance and conflict resolution
 - Key performance indicator (KPI)
 - Performance reviews
 - Productivity data
 - Risk management
 - Payroll information
 - Work Health and Safety
- HR employee database
- Human Resources Information System (HRIS)
- Payroll system
- Templates or forms
 - Briefing notes
 - Pre-meeting preparation forms
 - Meeting notice
 - Meeting agenda
 - Meeting minutes
 - Job description template
 - Recruitment forms
 - Research planning
- At least six (6) volunteers for roleplay activities
- Relevant stakeholders to HR systems, including employees, employers, HR business partners, subject matter experts, clients, etc. (for workplace pathway)



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Course Units

The BSB40420 Certificate IV in Human Resource Management is comprised of 12 units – 6 core units and 6 electives. Our HR elective units have been carefully chosen to ensure they meet the needs of a wide range of jobs requiring human resources skills.

Core Units

BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resource functions and processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs

Group A Elective Units

BSBHRM414	Use human resources information systems
BSBHRM416	Process payroll

Group B Elective Units

BSBOPS403	Apply business risk management processes
BSBOPS405	Organise business meetings

Other Electives

BSBINS401	Analyse and present research information
BSBLDR413	Lead effective workplace relationships



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Payment Options

EOFY Sale Pricing

HURRY! Sale pricing only valid until 23rd June

Mixed Mode Learning

(12-month course)

June Promotional Price

- Single payment of just ~~\$1490~~ \$990
SAVE UP TO \$500!

Monthly Payment Plan

- Only ~~\$1190~~ \$890 upfront + 6 monthly payments of ~~\$116.67~~ \$100
Total of ~~\$1890~~ \$1490 – SAVE UP TO \$400!

Weekly Payment Plan

- Only ~~\$990~~ \$690 upfront + 26 weekly payments of ~~\$57.69~~ \$50
Total of ~~\$2490~~ \$1990 – SAVE UP TO \$500!



Yes! We price match. Want to study with Inspire Education, but have found a cheaper, equivalent course elsewhere?

If so, let us know! **We want to help you 'Find your Spark'** – so talk to us, and we'll do our best to match their price!

T&Cs apply.

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Call **1800 506 509**

or visit

www.inspireeducation.net.au/shop/

Terms and Conditions: Sale price is valid from 6th June until 23rd June 2022 unless extended and cannot be used in conjunction with any other offer. Possible savings are when the special upfront price is compared to the longest payment plan that Inspire Education offers on this course. Full upfront payment must be received by 23rd June 2022 to be eligible for sale price. Standard Pricing valid until 30th June 2022 unless extended. Full first payment must have been received by 30th June 2022 to guarantee pricing outlines unless otherwise arranged and confirmed in writing. Please read the Appeals Policy, Complaints Policy, Refund Policy, and other policies and procedures in the [Inspire Education Student Handbook](#) before enrolling.



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