



The College for
Adult Learning
We're who you trust

BSB41013 Certificate IV in Human Resources Online Delivery



CAL's "gold standard" nationally accredited Certificate IV in Human Resources Qualification BSB41013 is fully recognised in Australia.

CAL's Headstart Cert IV program is suitable for those new to HR as well as HR Officers, payroll and OHS officers and others looking to move into a people focused high job-demand career.

As a result of completing your Cert IV in Human Resources, you'll be able to confidently apply a range of core people management skills and strategies, based on the following accredited units of competency:

Accredited Course BSB41013 6 Core and 4 Self Selected Elective Units

6 Core Units

BSBHRM403B Support performance-management processes

BSBHRM405A Support the recruitment, selection and induction of staff.

BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBWOR401A Establish effective workplace relationship

BSBWRK411A Support employee and industrial relations procedures

BSBHRM404A Review human resources functions

Sample of Elective Units

BSBCUS402B Address customer needs

BSBWRT401 Write complex documents

BSBRES401A Analyse and Present Research Information

BSBWOR402A Promote Team Effectiveness

BSBWOR501B Manage Personal Work Priorities and Professional Development

Fact:

This is a quality 'new style' online learning program.

All our tutorials feature voice over interactive slides with detailed explanation from leading HR professionals that are easy to follow.

Extensive case studies supplement your actual work experience.

Our coaches care about your goals and will work with you to successfully pass all your assessment criteria.

Fact:

A CAL Certificate IV of HR gives you access to a HRM Best Practice toolkit you will not find anywhere else.

You receive HR:

- Templates
- Sample Processes
- Case Studies
- And much more!

"The online study was self-paced and easy to follow and understand. The course completion timeframe was flexible and there was plenty of assistance available if needed."

Angela Longo – Suni Tafe

Expand your horizon to new career opportunities.

You'll discover CAL's programs are outstanding value for money.

CAL's Headstart Study Options assess your unique workplace history and allow you to select the amount of program coaching right for you. Our career advisors will assist you to choose the learning pathway, price point and payment plan choice that is best for you. Enquire today for our current fee schedule or visit our website www.collegeforadultlearning.com.au.

Your Certificate IV in of Human Resources includes:

- ✓ All Certificate IV prerequisite tutorial units
- ✓ Assistance to select the electives that are right for you
- ✓ Introductory 30-60 min coaching call (Value \$130)
- ✓ A Learning Styles Questionnaire and 1 hour assessment (Value \$150)
- ✓ These free resources to further support your learning – A Guide to Learning Online, Easy Ergonomics Computer User Guide, Time Management Tips. (Value \$150)
- ✓ Comprehensive HR case studies to use as you need
- ✓ Recognition of Prior Learning (RPL) for the skills you already have

"I feel I've become a more valuable employee and a more efficient manager."

David Clarke

These 7 Additional Pathway Options are available to enhance your learning...

1. Continued coaching via email or telephone with our trained learning coaches
2. Access to 50 hours of important elective video tutorials
3. A designated Program Manager and Learning Coach to assist with working the online program including advice on how to complete your Assessments
4. 1 hour Career Planning advice
5. 1 hour Job Ready resume advice
6. Free access to CAL's weekly Webinar
7. 20% discount on CAL Short Courses and On Demand video courses

Study at your own pace - Achieve your Certification in 6-12 months

CAL's program can be easily completed around your work and lifestyle commitments. The program also provides Recognition of Prior Learning for the skills and knowledge you already have and focuses entirely on the gaps.

30 Day "Earn Your Trust" no risk guarantee

We are completely confident that our program is the best in the market. Sign up today with full payment and commence your course. For 30 days you can explore the introductory tutorials, meet your online Learning Coach and have access to the free tools and resources. If you decide this program is not for you we will provide you with a refund. Terms and Conditions do apply.

Why CAL is a better choice

In a recent survey of over 150 CAL graduates:

- 100% said CAL met or exceeded their expectations
- 97% responded that CAL's courses offer value for money
- 83% actively recommend CAL courses to others

Ask about our Free 'Try before you buy' Course Preview

CONTACT CAL NOW (03) 9421 2444

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