



# CERTIFICATE IV IN HUMAN RESOURCES BSB41015

## THE COURSE

The College for Adult Learning helps you achieve your goals with this wholly online certificate qualification course. Designed around your goals, start anytime and finish the course when you want with a generous 24-month timeframe.



### 24/7 ACCESS

Access your course content any time, anywhere, from the comfort of your own home.



### 1-1 TUTOR SUPPORT

One on one tutor support with coaching calls when you want them.



### NATIONALLY ACCREDITED

Nationally recognised qualifications delivered by The College for Adult Learning.



### FLEXIBLE LEARNING

Online learning so you can study when you want and where you want. No more tedious classroom learning!

## Are you looking to improve your skills and get qualified in human resources?

CAL's Certificate IV in Human Resources has been designed for those wanting to increase their HR skills, looking to get qualified and move into human resources job roles.

Learn how to:

- Develop a high level of written communication
- Use leadership to promote team cohesion
- Review and support performance management systems
- Expand your new career with a working knowledge of HR functions
- Support positive employee relations in line with company goals
- Organise recruitment of staff and induction processes
- Communicate and implement industrial relations policies
- Implement and monitor Work Health and Safety policies in accordance with new legislation

## Gain a nationally recognised tertiary qualification

### GET QUALIFIED

Already have the skills? New to the industry? Work with your very own course tutor to help you get qualified in a time frame that suits you to receive your nationally recognised qualification.

## Course Structure

The College for Adult Learning has designed the Certificate IV in Human Resources to have a comprehensive range of units so that you can hit the ground running.

	Unit Code	Unit Title
HAND-SELECTED UNITS	<b>BSBHRM403</b>	Support performance-management processes
	<b>BSBHRM404</b>	Review human resources functions
	<b>BSBHRM405</b>	Support the recruitment, selection and induction of staff
	<b>BSBLDR402</b>	Lead effective workplace relationships
	<b>BSBWHS401</b>	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
	<b>BSBWRT411</b>	Support employee and industrial relations procedures
	<b>BSBLDR403</b>	Lead team effectiveness
	<b>BSBWRT401</b>	Write complex documents
	<b>BSBRES401</b>	Analyse and present research information
	<b>BSBWOR501</b>	Manage personal work priorities and professional development

A total of 10 units to achieve your qualification



## FREQUENTLY ASKED QUESTIONS

### **Is this course right for me?**

If you're looking to take the next step in your career, learn new skills and move into a higher managerial role, then absolutely!

### **Where is this qualification recognised?**

The College for Adult Learning is a Registered Training Organisation #22228 and all of our qualifications adhere to the Australian Quality Framework (AQF) standards. As such they are nationally recognised and internationally respected qualifications, issued on behalf of the Australian Government.

### **How is the course set out?**

The course is wholly delivered online. You watch video tutorials on all of the course content and complete written activities and assessment tasks relating to that content.

### **How long does the course take?**

The course is self paced but as a general guide, if you study part-time you could complete it in approximately 6-12 months. As it's self paced, you can complete it faster or slower, it's up to you!

### **What are the assessments?**

There are no exams for the course. All assessments are work based competency assessments. For example, developing a recruitment plan, a performance management process or a WHS program.

### **What support is provided?**

All support is provided by the College for Adult Learning. You will have an individual learning coach throughout your time studying with CAL. You can book in coaching calls when you need them as well as send your coach emails to check over your draft work or ask questions on the course.

# ABOUT CAL

The College for Adult Learning, RTO #22228, was established and has been a Registered Training Organisation (RTO) since 2009.

CAL was established and is now run by three senior executives from the TAFE/University sector who wanted to provide a custom designed learning environment for experienced, mature adults.

## Your course coach

Vikki Fitzgerald has over 24 years of professional HR, business & management experience. She has also run her own HR consultancy business, as well as worked in senior HR management roles for well known Australian and global enterprises.



## WHY CHOOSE CAL?

The College for Adult Learning provides the highest quality course content with flexible programs, suited to your needs.



Not just a student number, you receive as much one-on-one support as you want and when you need it!

Expert and up-to-date content that is purposefully developed to be future-focused, rich in current workplace topics that are practical and relevant to your career.



We take the time to understand you and your level of experience. Your team is familiar with your CV, your goals and your unique needs.

Tutors who have real-world experience who will support you to reach your dream career.



For more information talk to a course advisor on:

 1300 907 870

 [admin@collegeforadultlearning.edu.au](mailto:admin@collegeforadultlearning.edu.au)