



CERTIFICATE IV IN HUMAN RESOURCES BSB41015



INTAKE DATES¹

	2018	2019
TERM 1	05 February	04 February
TERM 2	30 April	29 April
TERM 3	23 July	22 July
TERM 4	15 October	14 October



CAMPUS AVAILABILITY¹

- ☀ Weekday - Bondi Junction
- ☀ Weekday / 🌙 Weekend - Sydney CBD
- ☀ Weekday - Brisbane CBD
- ☀ Weekday - Melbourne CBD



COURSE LENGTH

Duration: 4 terms²
approximately 12 months



COURSE FEE³

\$7,800 (\$1,950 per term)

Application fee:

Student visa - \$250

Other visas - \$200

Workbook fee:

Free to download

or \$5 per subject for hard copy.



ENTRY REQUIREMENTS

ACADEMIC - Australian Year 11 or equivalent, or Certificate III in a related field.

ENGLISH LANGUAGE PROFICIENCY⁴ - Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.



PATHWAYS⁵

Students who successfully complete the Certificate IV in Human Resources may enter a Diploma of Human Resources Management or other Diploma course at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways program.



COURSE OVERVIEW & STRUCTURE

This qualification prepares students to work in support positions in human resources management. In smaller companies they may work across all human resources areas. In larger companies they may be work in teams focussed on specific human resources functions, such as workforce planning or human resources information systems. Job roles suited for this qualification include

- Human Resources Assistant
- Human Resources Officer
- Human Resources Administrator
- Human Resources Coordinator

10 SUBJECTS

Presentation Skills	Basic Documents
Risk Management 1	Effective Leadership
HR Functions	Manage WHS Operations
Industrial Relations Procedures	Staff Recruitment
Complex documents	Performance Processes

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

MODE OF DELIVERY

International students: Face-to-face (up to 33% may be delivered online or by distance)

Local students: Face-to-face, online, distance, workplace or blended delivery modes are available.

¹Course and campus availability subject to demand.

²One term = 12 weeks (9 weeks study & 3 weeks course break). Please note the Christmas/New Year break is 7 weeks.

³Promotional fees may be applicable from time to time. Please contact us for further details.

⁴For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests

⁵For more information about our University and other articulations, please visit www.apc.edu.au/courses/vocational-further-study-pathways/