



BSB40420

Certificate IV in Human Resource Management

Build a solid knowledge-base in human resources management. This course builds your skills in performance management, recruitment, and effective working relationships.

This qualification prepares you to work in support positions in human resources management. In smaller companies you may work across all human resources areas. In larger companies they may work in teams focussed on specific human resources functions, such as workforce planning or human resources information systems.



Expert Trainers



Enhance critical thinking



Pathways to further studies



Establish effective workplace relationships



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PROSPECTIVE CAREER OUTCOMES

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

GAIN SKILLS IN

- Administering performance development processes
- Supporting employee and industrial relations
- Supporting the learning and development of teams and individuals
- Coordinating recruitment and onboarding
- Supporting human resource functions and processes
- Implementing and monitor WHS policies, procedures and programs

SUBJECTS

1. HR Functions
2. Implement and monitor WHS
3. Support employee and industrial relations
4. Staff Recruitment
5. Performance Processes
6. Support learning and development
7. Make Presentations
8. Complex Documents
9. Lead Difficult Conversations
10. Process Payroll
11. Business Relationships
12. Communication Strategies

ACADEMIC ENTRY REQUIREMENTS

Successful completion of Australian Year 10 or equivalent.

ENGLISH LANGUAGE PROFICIENCY

General English - Intermediate Level; or English Proficiency Skills test result as per APC requirements.

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

PATHWAYS

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



INTAKE DATES

4 intakes per year.
See our website for latest intake dates.

DURATION

Full-time: 4 terms (approx. 1 year).
Part-time*: 8 terms (approx. 2 years).
*Part-time option only available for domestic students.

DELIVERY

International Students:

On Campus, Online (up to 1/3 of the units of the course) and blended options available

Domestic Students:

On Campus, Online and blended options available

LOCATION

Sydney CBD
Melbourne
Brisbane
Online

COURSE FEES

\$7,200

Application fee: \$150 for international students only

HOW TO PAY

Direct deposit or credit card before the course start date.

NOTE:

- Information correct at time of publication. Visit website for most up-to-date information.
- Course and campus availability subject to demand.
- One term is equal to 9 weeks of study.
- For a free assessment of your current English level, please go to apc.edu.au/apply/pre-arrival-test
- For more info about our University pathways, visit apc.edu.au/study/university-pathways

DEFINITIONS:

International students: A temporary resident of Australia and/or a resident or citizen of any other country.

Domestic students: An Australian citizen or Australian permanent resident.



AUSTRALIAN
PACIFIC COLLEGE

APC.EDU.AU
1300 830 272