



**Australian  
College**  
of Commerce & Management

# Certificate IV in Human Resource Management

**BSB40420**

A specialist course to learn all the  
Human Resource Management skills your  
staff need to thrive



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



*Call ACCM today*

**1300 515 321**

## Foundation Skills

Effective Communication Strategies  
Leading difficult conversations at work  
WHS obligations in the workplace  
Managing priorities effectively

## Specialty Skills

Effective recruitment and onboarding  
Staff learning and development programs  
Managing industrial relations  
Developing health and wellness programs  
Performance development/management

**30 YEARS**  
of meeting employers' needs

✉ [courses@accm.edu.au](mailto:courses@accm.edu.au)

🌐 [www.accm.edu.au](http://www.accm.edu.au)

RTO ID: 1441

# CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

## BSB40420

### COURSE DESCRIPTION:

The BSB40420 Certificate IV in Human Resource Management covers all key HR functional areas to ensure a solid knowledge base for those entering the profession or those wanting to learn specific HR aspects. By focusing on the policies and procedures that drive recruitment, appraisal, industrial relations and retention processes, this Certificate IV qualification will ensure your staff have a strong and practical skill set in each HR specialist area.

| SUBJECT                                                 | UNIT                                                            | CODE       | DURATION (weeks) |
|---------------------------------------------------------|-----------------------------------------------------------------|------------|------------------|
| Co-ordinate Recruitment and Onboarding                  | • Apply communication strategies in the workplace               | BSBXCM401  | 9                |
|                                                         | • Coordinate recruitment and onboarding                         | BSBHRM415  |                  |
|                                                         | • Use digital technologies to collaborate in a work environment | BSBTEC404  |                  |
| Lead Personal Development                               | • Develop personal work priorities                              | BSBPPEF402 | 4                |
|                                                         | • Lead personal development                                     | BSBPPEF403 |                  |
| Implementing Effective Safety Procedures                | • Implement and monitor WHS policies, procedures and programs   | BSBWHS411  | 9                |
| Support Team Training and Development                   | • Support the learning and development of teams and individuals | BSBHRM413  | 5                |
| Support Performance Management                          | • Administer performance development processes                  | BSBHRM411  | 6                |
| Implement an Employee Assistance Program                | • Coordinate health and wellness programs                       | BSBHRM531  | 6                |
|                                                         | • Support human resources functions and processes               | BSBHRM417  |                  |
| Understand and Implement Industrial Relations Processes | • Support employee and industrial relations                     | BSBHRM412  | 9                |
|                                                         | • Lead difficult conversations                                  | BSBCMM412  |                  |

*If you would like to discuss additional electives, please contact us.*

## FEES - BSB40420 CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

| STATE / TERRITORY            | NEW ENTRANT TRAINEESHIPS | EXISTING WORKER TRAINEESHIPS | FULL FEE / EMPLOYER SPONSORED |
|------------------------------|--------------------------|------------------------------|-------------------------------|
| New South Wales              | \$0                      | \$3750                       | \$3750                        |
| Australian Capital Territory | \$350                    | \$350                        | \$3750                        |
| South Australia              | \$3750                   | \$3750                       | \$3750                        |
| Tasmania                     | \$3750                   | \$3750                       | \$3750                        |
| QLD, WA, NT, VIC             | \$3750                   | \$3750                       | \$3750                        |

### STATE SUBSIDY DECLARATIONS, AS APPLICABLE

#### New South Wales (NSW)

*This training is subsidised by the NSW Government.*

#### Tasmania (TAS)

*Supported by the Tasmanian Government*

#### Australian Capital Territory (ACT)

*Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments*

#### South Australia (SA)



Supported by  
**Government of  
South Australia**

Visit [www.skills.sa.gov.au](http://www.skills.sa.gov.au) for Participant Eligibility Criteria



NATIONALLY RECOGNISED  
TRAINING