



## Certificate IV in Human Resources On - Line

### BSB41007 Certificate IV in Human Resources

#### Course Overview

The Certificate IV in Human Resources provides the participant with an opportunity to develop human resource competencies and apply them practically in the workplace. In smaller companies they may work across all human resources functional areas and in larger companies they may be assigned responsibilities in units or business areas focused on discrete human resources function, such as remuneration, workforce planning or human information systems.

This development program is offered through our on-line e-learning platform. This means the participant can undertake learning activities at a time convenient to workplace demands without having to leave the work site to attend workshops.

All that is required is access to a computer and the internet. IPS also has experience consulting to determine blended delivery methods where applicable.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess. This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop.

A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed and submitted on-line to our qualified assessors who provide feedback in a timely manner.

#### Target Audience

- Human Resources Assistant
- Human Resources Officer
- Payroll Officer



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### Total Number of Units Required for Qualification – 10

#### 4 Core Units required:

- Review human resources functions
- Recruit, select and induct staff
- Support performance management process
- Implement industrial relations procedures

#### Elective Units - Choose 6 appropriate to the trainee's role:

- Organise meetings
- Organise business travel
- Make a presentation
- Address customer needs
- Report on financial activity
- Promote innovation in a team environment
- Design databases
- Design and develop complex text documents
- Develop and use complex spreadsheets
- Produce complex desktop published documents
- Monitor a safe workplace
- Establish networks
- Analyse and present research information
- Identify risk and apply risk management processes
- Establish effective workplace relationships
- Promote team effectiveness
- Write complex documents

### Registration and Enquiries

Time required to complete the qualification is 2 years full time or 4 years part time.  
Average time to complete: 6 months

This qualification is nationally recognised and portable throughout Australia. Federal government incentives of up to \$4,000.00 per participant may apply subject to meeting eligibility criteria and completion of qualifications.

Contact IPS Institute to organise enrolment today

**Phone: (07) 3841 8011**

**Email: [info@ipspeople.com](mailto:info@ipspeople.com)**

**Website: [www.ipspeople.com](http://www.ipspeople.com)**