This is the ideal entry point for your new career in HR.

BSB41015 Certificate IV in Human Resources provides essential prerequisite HR skills and knowledge for those commencing their career in HR. It is also a great way for existing HR professionals to expand their generalist knowledge and for line managers and team leaders wanting to improve their people management skills and knowledge of current legislation.

With our support, you have every reason to complete your qualification quickly and get the job you dream of!
BSB41015 Certificate IV in Human Resources is delivered fully online, online learning can be as demanding as classroom.

**TIPS FOR SUCCESSFUL ONLINE STUDY:**

- Make sure you have the appropriate IT equipment
- Connect with your trainer constantly
- Book yourself time during the week to study
- Set short term goals as objectives, stay organised,
- do not procrastinate, **GET STARTED TODAY**

**TRAINING SUPPORT NATIONAL TRAINING PROVIDES INCLUDES:**

- Fortnightly webinars, attend as many and as often as you want, all webinars are recorded and are available for later review.
- Monthly phone calls with your trainer
- Unlimited support via email or phone.

**AFTER ENROLMENT:**

- Start working on the first group of units. Units are grouped to create logical sequences and maximise learning opportunities. Units of competency are made available to students one group at the time.
- Participate in webinars, get in touch with your trainer as much as you need.

The nominal duration of the qualification is 12 months. In order to complete within the nominal duration you should plan for around 9 hours of study each week, this is an indication and may vary according to your level of existing skills and knowledge.

**RECRUITMENT**

- **BSBHRM405** Support the recruitment, selection and induction of staff
- **BSBEMS402** Develop and implement strategies to source and assess candidates
- **BSBADM405** Organise meetings

**PERFORMANCE MANAGEMENT**

- **BSBHRM403** Support performance-management processes
- **BSBLDR402** Lead effective workplace relationships
- **BSBLDR403** Lead team effectiveness

**WHS & RISK MANAGEMENT**

- **BSBWHS401** Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- **BSBRSK401** Identify risk and apply risk management processes

**HR FUNCTIONS**

- **BSBHRM404** Review human resources functions
- **BSBWRK411** Support employee and industrial relations procedures

**APPLY NOW**

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