



# Certificate IV in Human Resource Management

National ID: BSB40420 | State ID:BFS2

## **Play a crucial part in the success of an organisation**

This course is a great starting point if you would like to work with people in a business environment.

The role of Human Resources is to ensure that an organisation's most valued assets, its people, are engaged and well supported in their working environment.

This course will provide you with the skills and knowledge to work in a variety of roles across a range of Human Resources functions. You will gain skills in areas of; staff recruitment, induction and training, workplace health and safety procedures, supporting the HR team with performance management and industrial relations procedures.

## **Your qualification prepares you for roles such as:**

Human Resources Assistant, Employment Officer or Personnel Records Clerk.

Further Study Option(s)

Diploma of Human Resource Management

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## Course Overview



Location	Duration	Competitive	Selection criteria
Perth	One semester	Yes	<u>Academic achievement and work history</u>



Location	Duration	Competitive	Selection criteria
Bentley	One semester	No	No selection criteria
Rockingham	One semester	No	No selection criteria