



Australian Government

BSB40420 Certificate IV in Human Resource Management

Release: 1

BSB40420 Certificate IV in Human Resource Management

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Qualification Description

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12

6 core units plus

6 elective units, of which:

- 2 elective units must be selected from Group A
- 2 elective units must be selected from Group B
- for the remaining 2 elective units:
 - up to 2 units may be selected from Groups A and B
 - if not listed, up to 2 units may be selected from a Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core units

BSBHRM411 Administer performance development processes
BSBHRM412 Support employee and industrial relations
BSBHRM413 Support the learning and development of teams and individuals
BSBHRM415 Coordinate recruitment and onboarding
BSBHRM417 Support human resource functions and processes
BSBWHS411 Implement and monitor WHS policies, procedures and programs

Elective units

Group A – Human Resources

BSBCMM412 Lead difficult conversations
BSBHRM414 Use human resources information systems
BSBHRM416 Process payroll
BSBHRM528 Coordinate remuneration and employee benefits
BSBHRM529 Coordinate separation and termination processes
BSBHRM530 Coordinate rehabilitation or return to work programs
BSBHRM531 Coordinate health and wellness programs

Group B – Transferable Skills

BSBCMM411 Make presentations
BSBCRT412 Articulate, present and debate ideas
BSBOPS403 Apply business risk management processes
BSBOPS405 Organise business meetings
BSBPEF403 Lead personal development
BSBPMG430 Undertake project work
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBTWK401 Build and maintain business relationships
BSBWRT411 Write complex documents
BSBXBD403 Analyse big data
BSBXCM401 Apply communication strategies in the workplace

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to BSB41015 Certificate IV in Human Resources.

Links

Companion Volume Implementation Guide is found on VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>