Certificate IV in Human Resources  
BSB41013

OVERVIEW

BSB41013 Certificate IV in Human Resources has been designed for individuals who work in a range of support positions in human resources management. 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 functions, such as remuneration, workforce planning or human resources information systems.

POSSIBLE JOB ROLES

Job roles associated with this qualification may include but not be limited to:
- Human Resources Assistant
- Human Resources Officer
- Payroll Officer

ENTRY REQUIREMENTS

There are no prerequisites for entry to this qualification.

PATHWAYS

After achieving this qualification candidates may undertake BSB50613 Diploma of Human Resources Management.

DELIVERY

At Traxion Training we work with individuals and companies to offer a range of flexible delivery options.

Delivered direct to you through our online learning system, via workbooks, in workshops or in a classroom this course is nationally recognised and fully supported by a dedicated trainer.

Our workplace training programs are dedicated to finding the best opportunities for employers and staff including access to available funding options and maintaining flexible delivery options. Delivered in the workplace, either by self-paced with regular trainer visits, online with trainer support, classroom or workshops. Our workplace programs will result in in practical skills and knowledge that are immediately transferable to the workplace.

A streamlined RPL assessment process is available for those who are seeking recognition of existing skills, knowledge and experience.

QUALIFICATION DETAILS

A Certificate IV in Human Resources (BSB41013) requires the completion of 10 units in which there are 6 core units and 4 elective options which may be selected to meet specific outcome requirements. A suggested unit combination is shown below.

Suggested unit choices are*:

1. BSBHRM404A Review human resources functions
2. BSBHRM405A Support the recruitment, selection and induction of staff
3. BSBHRM403B Support performance management process
4. BSBWRK411A Support employee and industrial relations procedures
5. BSBCMM401A Make a presentation
6. BSBWHS401A Implement and monitor WHS policies, procedures and programs
7. BSBRKG404A Monitor and maintain records in an online environment
8. BSBRES401A Analyse and present research information
9. BSBRSK401A Identify risk and apply risk management processes
10. BSBWOR401A Establish effective workplace relationships

* Unit choices shown are a suggestion only and subject to change without notice.

RECOGNITION OF PRIOR LEARNING

Assessment of competency may sometimes involve recognition of prior learning.

COURSE COST and ENROLMENT CONDITIONS

Traxion Training offers a range of pricing options which will vary according to the delivery method determined to best support individual student requirements. We also specialise in connecting industry to funded up skilling programs in support of workforce development strategies and welcome enquiry via the contact details to the right to confirm eligibility.

Call us now 1300 286 694
www.traxiontraining.com.au

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PATHWAYS

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Enrolment Terms and Conditions

Privacy
TRAXION TRAINING collects and stores clients’ personal details for training purposes only. We utilise this information to record your progress. Where State or Commonwealth funding supports training we are obliged to submit your personal and progress details for research, statistical analysis, program evaluation, post completion survey and internal management purposes. We DO NOT share, rent, or sell personal information you provide us. The confidentiality of the information we collect from you is protected under the QLD Privacy ACT. If we are required to disclose information about any of our clients to a third party we will acquire written consent from the client first (ie. editorial; photos for advertising purposes, etc).

Legislative and Regulatory Requirements
The student acknowledges that they must observe their employers Work Health & Safety (WHS) Policies and all workplace practices, as instructed by the employer, including Equal Rights, Equal Opportunity and the Anti-Discrimination Acts. If attending classroom based training the student acknowledges that they must observe TRAXION TRAINING’s policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

Enrolment & Selection
1. The student is responsible for notifying the RTO if they have a medical condition or disability or require assistance in meeting training requirements.
2. A commencement fee (usually paid by the employer) must accompany enrolment to secure a placement.
3. It is the student’s responsibility to note the date, time and location of the training program as advised.
4. Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
5. Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered (with the employer) and every effort will be made to ensure an alternative placement.
6. If you are unable to complete your course, due to changed personal circumstances, the RTO will make every effort to ensure you are placed into an alternative program.
7. Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
8. The RTO reserves the right to decline admission to a course, terminate a student’s enrolment in a class or change a course or tutor at any time without notice.
9. Students participating in programs involving physical activity including practical demonstrations etc. and do so at their own risk. The RTO’s students are covered by public liability insurance whilst working within the classroom.
10. Should it be determined that a student has falsified or provided misleading information in order to qualify for eligibility of funded programs and the student in deemed not eligible Traxon Training reserves the right to cease all training services and the student contribution will not be refunded.

Training Guarantee
TRAXION TRAINING will guarantee to complete all training and/ or assessment once the student has commenced study in their chosen qualification or course of study. The student has commenced study from you is protected under the QLD Privacy ACT. If we are required to disclose information about any of our clients to a third party we will acquire written consent from the client first (ie. editorial; photos for advertising purposes, etc).

Course Fees, Payments and Refunds
1. All course pricing is quoted in Australian dollars (AUDs).
2. Please refer to the course flyers for information on all fees, including course fees; administration fees; materials fees and any other charges.
3. A non-refundable deposit must be paid (usually by the employer), prior to course commencement, to confirm a place into a course.
4. Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
5. Deposits are non-refundable (deposits are outlined on employer agreement) but can be transferred to another course or student.
6. Refunds may be made in the following circumstances:
   a. Participants enrolled in training that has been cancelled by the RTO
   b. Participant advises the RTO prior to course commencement that they are withdrawing from the course
   c. If the participant withdraws from a course due to illness or extreme hardship as determined by the RTO

7. An administration fee of $500 will be charged to any student who withdraws from a course in excess of 3 working days prior to course commencement.
8. No refunds will be issued once the course has commenced.
9. Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, an administration fee of $50 will be charged.

Course Fees paid in Advance
TRAXION TRAINING will negotiate with and invoice the student’s employer, prior to course commencement regarding all course fees.

Complaints and Grievances
TRAXION TRAINING recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.
1. Inform the RTO if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Inform the RTO if you think you have been treated unfairly or unjustly, the RTO will discuss the matter with you and try to resolve the problem.
3. If you are not satisfied with the resolution we will refer the matter to an independent mediator.
4. If all parties cannot reach a satisfactory solution you have the right to seek representation and appeal under the relevant State or Federal Law.

Work Health & Safety
TRAXION TRAINING is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees. The RTO monitors and maintains the appropriate Work Health and Safety levels and obligations under the Federal and State rules and regulations of the Work Health and Safety Act 2000. In consideration of all the RTO clients and students it is important that adherence to all legislative acts and regulations are observed while undertaking training. If students have any concerns or notice a condition or practice that seems unsafe, it is important it is brought to the attention of the RTO management.

Access and Equity
TRAXION TRAINING is committed to access and equity principles and processes in the delivery of its services and working environment in accordance with the Equal Opportunity Act 1994, Racial Discrimination Act 1975, Anti-Discrimination Act 1977, Sex Discrimination Act 1984 and Disability Discrimination Act 1992. In the event of a situation that is considered by clients to be in violation of TRAXION TRAINING Access & Equity Policy, students and clients are required to report the situation to management.

Harassment, victimisation and bullying
TRAXION TRAINING does not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile, or an offensive learning environment. This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexual preference or age. Harassment is unlawful under Commonwealth and State legislation and all harassment, bullying and victimisation are contrary to the duty of care to provide a safe environment for work and learning. In the event of a situation that is considered by clients to be in violation of the RTO harassment, victimisation and bullying policy, report the situation to management.

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC)
TRAXION TRAINING recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation. RPL/RCC is available for all subjects and units of competency on the RTO scope of registration.

IMPORTANT INFORMATION
When signing your enrolment form you are agreeing to that you have read, understood and agreed with these terms and conditions with specific reference to TRAXION TRAINING’s enrolment and selection, course fees, payments and refunds, course requirements, privacy, complaints and grievances, work health and safety, access and equity, harassment and bullying policies and procedures as outlined in the Student Handbook located at: www.traxontraining.com.au/handbook.pdf