



**Australian
College**
of Commerce & Management
RTO ID: 1441

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Certificate IV in Human Resource Management

BSB40420

A specialist course to learn all the Human Resource Management skills your staff need to thrive

the
ACCM
difference

ACCM College's online program reflects over 25 years of meeting our employers' needs.

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **All materials online** - designed to suit a wide range of learning styles. Available 24/7 via computer, tablet or mobile phone.
- **Proactive Student Advisers** - helping to drive progress.
- **Coaching and ongoing support** is part of our service.
- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

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Foundation Skills

- Effective Communication Strategies
- Leading difficult conversations at work
- WHS obligations in the workplace
- Managing priorities effectively

Specialty Skills

- Effective recruitment and onboarding
- Staff learning and development programs
- Managing industrial relations
- Developing health and wellness programs
- Performance development/management



To see enrolment fees for your region, please click or scan the QR code

courses@accm.edu.au

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

BSB40420

COURSE DESCRIPTION:

The BSB40420 Certificate IV in Human Resource Management covers all key HR functional areas to ensure a solid knowledge base for those entering the profession or those wanting to learn specific HR aspects. By focusing on the policies and procedures that drive recruitment, appraisal, industrial relations and retention processes, this Certificate IV qualification will ensure your staff have a strong and practical skill set in each HR specialist area.

SUBJECT	UNIT	CODE	DURATION (weeks)
Co-ordinate Recruitment and Onboarding	• Apply communication strategies in the workplace	BSBXCM401	9
	• Coordinate recruitment and onboarding	BSBHRM415	
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
Lead Personal Development	• Develop personal work priorities	BSBPEF402	4
	• Lead personal development	BSBPEF403	
Implementing Effective Safety Procedures	• Implement and monitor WHS policies, procedures and programs	BSBWHS411	9
Support Team Training and Development	• Support the learning and development of teams and individuals	BSBHRM413	5
Support Performance Management	• Administer performance development processes	BSBHRM411	6
Implement an Employee Assistance Program	• Coordinate health and wellness programs	BSBHRM531	6
	• Support human resources functions and processes	BSBHRM417	
Understand and Implement Industrial Relations Processes	• Support employee and industrial relations	BSBHRM412	9
	• Lead difficult conversations	BSBCMM412	

If you would like to discuss additional electives, please contact us.