

# BSB41015 Certificate IV in Human Resources

## Packaging Rules: 6 Core Units PLUS 4 Elective Units

(2 units must be from the elective units listed below. 2 units may be from any endorsed Training Package or accredited course at Certificate III level or above. 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 Unit Codes	Core Unit Title	Task Types	Available
BSBHRM403	Support Performance-management processes	Task 1 – Practical: Review Performance Management Infrastructure/Promote Performance Management Infrastructure Task 2 – Practical: Collating Performance Management Data Task 3 – Theory: Short Answer Questions Task 4 – Evidence Record	✓
BSBHRM404	Review human resources functions	Task 1 – Practical: Research Task 2 – Practical: Policy Review Task 3 – Practical: Ethical Requirements Task 4 – Project: Research Report Task 5 – Theory: Short Answer Questions Task 6 – Evidence Record	✓
BSBHRM405	Support the recruitment, selection and induction of staff	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Create a Job Description Task 3 – Practical: Prepare for Interview Task 4 – Role Play: Interview Task 5 – Practical: Selection Task 6 – Evidence Record	✓
BSBLDR402	Lead effective workplace relationships	Task 1 – Theory: Short Answer Questions Task 2 – Project: Collect, Analyse and Communicate Information and Ideas Task 3 – Theory: Develop Trust and Confidence as a Leader Task 4 – Theory: Develop and Maintain Networks Task 5 – Practical: Manage Difficulties into Positive Outcomes Task 6 – Role Play Task 7 – Evidence Record	✓
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative Requirements	Task 1 – Theory: Policy and Legislation Task 2 – Theory: Participative Arrangements Task 3 – Practical: Planning Training Task 4 – Practical: Managing Hazards and Risks Task 5 – Presentation: Provision of Information to the Team Task 6 – Evidence Record	✓

## Qualification Mapping

Core Unit Codes	Core Unit Title	Task Types	Available
BSBWRK411	Support employee and industrial relations procedures	Task 1 – Practical: Verbal Questions and Presentation Task 2 – Theory: Manage Industrial Conflict Task 3 – Skills Practice: Enhancing Industrial Relations Task 4 – Theory: Short Answer Questions Task 5 – Evidence Record	✓
Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBADM405	Organise meetings	Task 1 – Practical: Making the Arrangements Task 2 – Practical: Preparing the Paperwork Task 3 – Practical: Holding a Meeting Task 4 – Evidence Record	✓
BSBCMM401	Make a presentation	Task 1 – Theory: Short Answer Questions Task 2 – Theory: Presentation 1 Task 3 – Practical: Deliver Presentation 1 Task 4 – Practical: Review Task 5 – Theory: Presentation 2 Task 6 – Practical: Deliver Presentation 2	✓
BSBSCUS402	Address customer needs	Task 1 – Theory: Short Answer Questions Task 2 – Skills Practice: Customer Service Task 3 – Theory: Networks and Relationship Building Task 4 – Evidence Record	✓
BSBCUS403	Implement customer service standards	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Contribute to Quality Customer Service Standards Task 3 – Theory: Implement Customer Service Systems Task 4 – Theory: Implement Customer Service Task 5 – Evidence Record	✓
BSBFIA402	Report on financial activity	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Exercises Task 3 – Practical: Financial Calculations and Analysis Task 4 – Evidence Record	✓
BSBINM401	Implement workplace information system	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Plan the System Task 3 – Oral Questions Task 4 – Evidence Record	✓
BSBINN301	Promote innovation in a team environment	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Create Opportunities to Maximise Innovation within the Team Task 3 – Practical: Organise and Agree Effective Ways of Working Task 4 – Practical: Support and Guide Colleagues Task 5 – Practical: Reflect on How the Team Worked Task 6 – Evidence Record	✓

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBITU304	Produce spreadsheets	Task 1 – Practical: Format a Spreadsheet and Use Formulas Task 2 – Practical: Format a Spreadsheet and Use Formulas Task 3 – Practical: Profit/Loss Spreadsheet and Calculations Task 4 – Practical: Create Charts Task 5 – Evidence Record	✓
BSBITU401	Design and develop complex text documents	Task 1 – Theory: Short Answer Questions Task 2 – Project: Prepare and Design Complex Documents Task 3 – Practical: Adding Complex Tables and Other Data Task 4 – Project: Complex Tables Task 5 – Evidence Record	✓
BSBITU404	Produce complex desktop published documents	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Desktop Publishing Format Task 3 – Practical: Desktop Publishing Portfolio Task 4 – Theory: Short Answer Questions Task 5 – Evidence Record	✓
BSBLDR403	Lead team effectiveness	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Developing the Team Plan Task 3 – Evidence Record	✓
BSBLED401	Develop teams and individuals	Task 1 – Practical: Develop a Learning Plan Task 2 – Role Play: Communication Skills Task 3 – Evidence Record	✓
BSBREL401	Establish Networks	Task 1 – Theory: Short Answer Questions Task 2 – Theory: Network Strategies Task 3 – Theory: Establishing and Maintaining Business Relationships Task 4 – Skills Practice: Presentation Task 5 – Practical: Oral Questions Task 6 – Evidence Record	✓
BSBRES401	Analyse and present research information	Task 1 – Project: Gather, Organise, and Present Information Task 2 – Evidence Record	✓
BSBRISK401	Identify risk and apply risk management processes	Task 1 – Practical: Risk Identification Task 2 – Practical: Risk Assessment Task 3 – Practical: Risk Control Task 4 – Evidence Record	✓
BSBSUS401	Implement and monitor environmentally sustainable work practices	Task 1 – Practical: Investigate Current Practices in Relation to Resource Usage Task 2 – Practical: Set Targets for Improvements Task 3 – Practical: Implement Performance Improvement Strategies Task 4 – Practical: Monitor Performance Task 5 – Evidence Record	✓

Qualification Mapping

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBWRT401	Write complex documents	Task 1 – Practical: Report Conveying High Level Information Task 2 – Practical: Report for Centre Managers' Information Task 3 – Practical: PowerPoint Presentation for Each Centre Team Information Task 4 – Evidence Record	✓