



# BSB40420

## Certificate IV in Human Resource Management



CRICOS CODE 104526E

### Course Overview

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.

Entry Requirements		Education and Migration Agents
<ul style="list-style-type: none"> <li>✓ Must be <b>18 years</b> of age or over</li> <li>✓ English proficiency of 5 IELTS or equivalent</li> <li>✓ All students will be required to sit for an English Assessment to validate current levels.</li> </ul>	<p><b>Note:</b> Applicants identified with lower (than 5) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English.</p>	<p>Kensington International College (KIC) uses the resources of Registered Education and/or Migration Agents for the recruitment of international students. Our recommended agents are listed on the College website <a href="https://kic.edu.au">https://kic.edu.au</a></p>

There are no specific entry requirements for this program, and it is targeted for international students. The development of the program was with a consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist Business industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. **You are expected to supply your own device such as a laptop, notebook or pad** that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs. As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

The course is a pack of 12 units of competence with 6 core units and 6 elective units. This course has been designed to suit the needs of those who wish to complete or learn to be supervisors and work within the business sector.

### Units of Competency

Course Units		
BSBHRM411	Administer performance development processes	Core
BSBHRM412	Support employee and industrial relations	Core
BSBHRM413	Support the learning and development of teams and individuals	Core
BSBHRM415	Coordinate recruitment and onboarding	Core
BSBHRM417	Support human resource functions and processes	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBCMM412	Lead difficult conversations	Elective
BSBOPS403	Apply business risk management processes	Elective
BSBCMM411	Make presentations	Elective
BSBPEF403	Lead personal development	Elective
BSBOPS405	Organise business meetings	Elective
BSBHRM531	Coordinate health and wellness programs	Elective

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework

<b>DURATION AND CONDUCT</b>	The training program will be a period of 44 weeks plus 8 weeks of breaks as programmed recreation and provision for intervention strategies. There are limits to how many students can access a program at any one time; institution based will be limited to 24 students. A student will be offered the entire 12 UOC prior to exit or a component of a qualification dependent on their enrolment requests			
<b>TUITION FEE</b>	\$12,000.00	<b>TOTAL COURSE FEE</b>		<b>\$12,600</b>
<b>MATERIAL</b>	\$400.00			
<b>ENROLMENT FEE</b>	\$200.00 Non-refundable. Not included in tuition fee.			
<b>PAYMENT SCHEDULE (DUE AT THE COMMENCEMENT OF EACH SEMESTER)</b>	<b>1ST</b>	<b>2ND</b>	<b>3RD</b>	<b>4TH</b>
	AUD \$3,300.00	AUD \$3,100.00	AUD \$3,100.00	AUD \$3,100.00
<b>TUITION FEE PAYMENT</b>	Kensington International College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: <ul style="list-style-type: none"> <li>• Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course;</li> <li>• Kensington International College cannot require students to pay more than 50% of their tuition fees before they start the course;</li> <li>• A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.</li> </ul>			
<b>CERTIFICATION</b>	All assessments must be completed successfully for the issue of a certificate for BSB40420 Certificate IV in Human Resource Management. Completion of less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.			

### Policies and Procedures

#### Assessment

KIC will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include a combination of various styles of assessments to be completed in-class or online.

#### Course Conduct

A students' program is considered to have completed of a successful academic program with a determination of **COMPETENT** in 12 Units of Competency over a period of 44 study weeks with 8-week study breaks total duration 52 weeks. The delivery method that will be available is 67% F2F and 33% online as stated in the ESOS Act. Students are required to attend college 20 hours per week. There will be scheduled breaks during the year for the application of intervention methods for affected student's and a term break for others; there is a programmed extended break during December/January period. Students not completing 12 UOCs with competence will be issued a Statement of Attainment for the successfully completed units.

**Recognition of Prior Learning (RPL)** – is offered for more information – refer to website <https://kic.edu.au>

#### Attendance Requirement

To maintain satisfactory course progress for 52 weeks of the course duration, a student is expected to maintain satisfactory attendance of 80% over the course duration, as well as participate in classroom learning activities. Students are also required to successfully complete all their assessment tasks. This represents satisfactory course progress.

#### Re-Assessment

Where a student fails one (1) or more assessment methods within a single Unit of Competency (UOC), they are to be re-assessed once, free of charge, and this must be completed within the immediate operational study period or as soon as possible following that study period, as per Kensington International College's re-assessment policy. If the student does not pass one (1) or more assessment methods following the free re-assessment period they are to be offered two (2) more opportunities for reassessment, with the provision, that they must be charged a fee for each opportunity within the immediately following study period or as soon as possible following that study period. Refer to policies and procedures in Student Policy Handbook on website: <https://kic.edu.au>

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