

## MBSB41007

# Certificate IV in Human Resources

### What is Human Resources?

Human Resources Management within an organisation focuses on activities related to people such as recruitment, performance management, training and development, conditions of employment and other human resource issues. It generally provides direction and support for the people who work in the business

### Career opportunities

The Certificate IV in Human Resources is designed to provide a broad grounding in generic workplace skills and knowledge in human resource support functions. Possible job roles vary across different industry sectors however examples for candidates seeking entry based upon their vocational experience include administration officer, executive personal assistant, human resources clerk, office administrator and project assistant.

### Study Mode

Online

### Entry requirements

Our part-time program is available to domestic, as well as interstate students and Australian citizens living overseas.

The ability to operate a computer, use a web browser and manage a self-paced learning environment is essential.

### Fees

TAFE tuition fees are set by the Victorian Government. For full details on TAFE fees, eligibility for Government subsidised places\* and concessions visit:

<http://www.swinburne.edu.au/studentoperations/fees/tafe.html>

\* Government subsidised places are dependent on you being a Victorian resident, your age as at 1 January, citizenship and prior qualification criteria.

### Application procedure

Applicants who wish to study this course online should obtain an application form at:

<http://www.future.swinburne.edu.au/apply/tafe/#direct>

Alternatively contact the Business Online Administrator directly at [tafebusinessonline@swin.edu.au](mailto:tafebusinessonline@swin.edu.au) to request the appropriate enrolment form.

### Skills Recognition

Skills Recognition, Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training. To complete a self assessment visit:

<http://www.tafe.swinburne.edu.au/pathways/rpl/>

### Credit Transfer

A Credit Transfer may be granted for relevant accredited or formal training at another training organisation. The units must be current, identical or equivalent to those in the course you enrol in.

### Qualification

The qualification was developed in close consultation with industry and training providers to keep inline with changing standards.

*Certificate IV in Human Resources requires the successful completion of a minimum of ten units totalling between 290 and 550 hours including **four** core and **six** selected elective units.*

*Continued overleaf*

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## Certificate IV in Human Resources

### 2012 Online Program Selection

Qualification requirements are:

**FOUR** core units plus

**SIX** elective units

Stage 1	Unit Code	Unit Name	Hrs	Available study sessions
Elective	MBWRT401A	Write complex documents	50	ST; B2; B4;
Core	MBHRM401A	Review human resources functions	40	AC; B1; B3; ST

Stage 2	Unit Code	Unit Name	Hrs	Available study sessions
Elective	MBRES401A	Analyse & present research information	40	ST; B2; B4;
Elective	MBOHS407A	Monitor a safe workplace	50	AC; B1; B3; ST

Stage 3	Unit Code	Unit Name	Hrs	Available study sessions
Core	MBHRM402A	Recruit, select and induct staff	50	AC; B1; B3; ST
Core	MBHRM403A	Support performance management process	40	AC; B1; B3; ST
Core	MBWRK410A	Implement industrial relations procedures	50	ST; B2; B4;

Stage 4	Unit Code	Unit Name	Hrs	Available study sessions
Elective	MBHRM502A	Manage human resources management information system	60	AC; B1; B3; ST
Elective	MBINN301A	Promote innovation in a team environment	40	ST; B2; B4;
Elective	MBMGT401A	Show leadership in the workplace	50	AC; B1; B3; ST

#### 2012 Teaching Periods

	Teaching Period	*Start Date	End Date	*No Wks	Break Inclusive
AC+	Accelerated	07 Nov	17 Feb	15	23 Dec 3 Jan
ST	0 Summer Term	03 Jan	17 Feb	8	
T1	1 Term 1	27 Feb	06 Apr	6	
B1	Block 1	27 Feb	13 May	9	6 Apr 13 Apr
S1	2 Semester 1	27 Feb	13 Jul	18	9 Apr 22 Apr
T2	3 Term 2	23 Apr	01 Jun	6	
B2	Block 2	14 May	22 Jul	9	
WT	4 Winter Term	18 Jun	27 Jul	6	
T3	5 Term 3	06 Aug	14 Sep	6	
B3	Block 3	06 Aug	14 Oct	9	
S2	6 Semester 2	06 Aug	14 Dec	15	17 Sep 23 Sep
T4	7 Term 4	24 Sep	02 Nov	6	
B4	Block 4	15 Oct	16 Dec	9	
SP	8 Spring Term	05 Nov	14 Dec	6	
ST	9 Summer Term 2013	7Jan	25 Feb	8	- -

#### IMPORTANT NOTES

Enrolments close 10 days before the start of each period

Recommended study load 10 - 15 hours per week

For further information about this course contact the TAFE School of Business

Telephone (03) 9210 1993

Email [tafebusinessonline@swin.edu.au](mailto:tafebusinessonline@swin.edu.au)

Web Site [www.tafe.swinburne.edu.au/online](http://www.tafe.swinburne.edu.au/online)

Census Dates: <http://www.swinburne.edu.au/studentoperations/fees/census-dates.html>