NDA TRAINING TASMANIA

BSB40420

Certificate IV in Human Resource Management

About NDA

NDA Training Tasmania (NDA Computing Pty Ltd) is a registered training organisation (RTO Provider Number 60034) offering training and assessment in the 'Business Services' and 'Information and Communications Technology' (ICT) Training Packages.

NDA has been in operation for over 30 years and is 100% locally owned and operated.

NDA operates in accordance with the Standards for Registered Training Organisations (2015), and has obligations to ensure that all training and assessment offered:

- Provides a quality outcome for learners,
- Meets the requirements of the Standards for Registered Training Organisations (2015), and
- Provides AQF certification documentation.

Training results for Qualifications and Statements of Attainment are recognised and accepted by industry and other educational institutions throughout Australia.

The following information is provided to enable you, as a potential learner, to make an informed choice before enrolling in any training and assessment services. You need to consider if this is the right qualification for you and your needs, and if the delivery methods, schedule, fees and requirements are right for you. The following information is provided to assist with your decision making. If you have any further questions about this qualification, please contact NDA on (03) 6334 4910.

Why choose us?

NDA provides FREE access to all relevant NDA training courses that align to units on the training plan. No other RTO provides this service, and few provide face-to-face training with qualifications.

An NDA assessor will visit both the trainee and the trainee's supervisor regularly and provide progress reports after each assessment. Trainees receive FREE phone support from the NDA Help Desk.

A permanent NDA assessor will be assigned to your staff member and will provide support through the entire qualification. Many other RTOs use contract assessors who often change during a qualification.

NDA offers flexible training options to suit the needs of both the business and the individual, including face-to-face training and assessment, self-paced learning resources, and access to online services.

NDA has professionally equipped training centres in Hobart, Launceston and Ulverstone providing a consistent service state-wide.

Support available for learners

NDA provide support in accessing the following services:

- Learning support
- Travel and allowance subsidy for training
- Counselling
- Housing assistance
- Financial management assistance

BSB40420 – Certificate IV in Human Resource Management:

Course overview

The BSB40420 Certificate IV Human Resource Management is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers.

Workplace responsibilities would be determined at a workplace level. Some smaller business may require employees to work across all aspects of human resources. In larger companies, individuals may just have responsibility for a singular aspect of human resources such as remuneration.

Entry requirements

Although there are no official entry requirements for the Certificate IV Human Resource Management, NDA strongly recommends learners have the following:

- Have access to a computer (with Adobe Reader, Microsoft Word and the Internet)
- Have a reasonable level of language, literacy and numeracy skills.
- Have an intermediate level of technology skills.

Examples of job roles for learners wanting to undertake this qualification may include, but are not limited to: Human resources officer, Human resources assistant/administrator, Human Resources Officer, Human resources coordinator.

Volume of learning

The Australian Qualifications Framework (AQF) volume of Learning Indicators, provide a starting point for the amount of training provided for a qualification at an AQF Level (4) Certificate and states the following volume of Learning:

Certificate IV	0.5-2 years	approximately 600-2400 hours

*This indicator is designed to be a starting point only and many factors can affect the amount of training required.

If you work fulltime, you are given 24 months to complete the Certificate IV in Human Resource Management qualification. Extensions for qualification completion are available upon request to our RTO Administrator where learners can supply sufficient reasoning. Alternatively, you may complete the qualification early by agreement with your assessor and employer.

Suspensions, extensions and cancellations

Information on the suspension, extension and cancellation processes and who you should contact can be found in the Student Information Guide which you have also been provided with in this pack.

Training courses

One of the benefits of undertaking a qualification with NDA is the opportunity to attend NDA training courses that are aligned to your qualification at no extra cost. As these are public courses, attendance is always made on a 'waitlist' basis until we can confirm there are enough participants to run the course. You will be notified a week prior to the course if it is <u>not</u> going ahead.

Any cancellation or transfers by the trainee 5 or less working days prior to the course will incur a $50 cancellation fee. The cancellation fee may be waived upon presentation of a doctor's certificate. For any cancellations or transfers please contact our Client Services Officer directly.

How is the qualification delivered?

Face to Face Classroom Sessions

The face-to-face classroom sessions are training courses that have been developed to directly align to specific units in the qualification. This delivery method is undertaken in conjunction with self-paced study. With this delivery method, you will have access to many avenues of support including:

- Ongoing email support
- Telephone support (Monday – Friday during business hours)
- Workplace assessment visits
- Regular administration contact

Online Study

The online study delivery method is completed in your own time through our online eLearning centre and is highly suited to motivated self-learners. With this delivery method you are given access to all the resources and assessment materials for the units you have enrolled in, as well as access to support including:

- Ongoing email support
- Telephone support (Monday – Friday, during business hours)
- Regular administration contact

Upon enrolment you will be provided with a link to the eLearning centre along with a login to access all your resources.

Self-Paced Study

The self-paced study delivery method is completed either in your own time or allocated work time and is highly suited to motivated self-learners. With this delivery method, you will have access to many avenues of support including:

- Ongoing email support
- Telephone support
- Workplace assessment visits
- Regular administration contact

Upon completion of your induction visit you will receive a login for the online study units, as well as all the resources and assessment materials for the completion of the self-paced study units. You will also be provided with training course dates for scheduling with the course co-ordinator.

BSB40420 Certificate IV in Human Resource Management units

The Certificate IV in Human Resource Management is made up of 12 units of competency (6 Core and 6 Elective units).

The packaging rules for the qualification are:

6 core units plus

6 elective units, of which:

- 2 elective units must be from Group A;
- 2 elective units must be from Group B;
- For the remaining 2 electives, up to 2 units may be selected from Groups A and B; or
- If not listed, up to 2 units may be selected from Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

The units and directly aligned training courses that NDA offers are as follows:

	Unit Code	Unit Title	Training Course
CORE	BSBHRM411	Administer performance development processes	
	BSBHRM412	Support employee and industrial relations	
	BSBHRM413	Support the learning and development of teams and individuals	
	BSBHRM415	Coordinate recruitment and onboarding	Recruiting Staff
	BSBHRM417	Support human resource functions and processes	
	BSBWHS411	Implement and monitor WHS policies, procedures and programs	Workplace Health & Safety
Group A			
ELECTIVE	BSBHRM414	Use human resources information systems	
	BSBHRM416	Process payroll	MYOB Payroll
	BSBHRM529	Coordinate separation and termination processes	
Group B			
	BSBCMM411	Make presentations	Delivering Convincing Presentations
	BSBOPS405	Organise business meetings	Conducting Successful Meetings
	BSBPMG430	Undertake project work	Project Management Essentials*
	BSBTEC404	Use digital technologies to collaborate in a work environment	
	BSBTWK401	Build and maintain business relationships	
	BSBWRT411	Write complex documents	Business Writing Skills
	BSBXCM401	Apply communication strategies in the workplace	
Eligible electives from other qualifications (max. 2)			
	BSBLDR413	Lead effective workplace relations	Building Relationships*
	BSBOPS305	Process customer complaints	Conflict Resolution
	BSBLDR414	Lead team effectiveness	Effective Supervision Skills
	BSBSTR401	Promote innovation in team environments	Managing Change
	BSBPEF502	Develop and use emotional intelligence	Emotional Intelligence at Work*
	BSBLDR522	Manage people performance	Redefining Performance Management*

	BSBOPS304	Deliver and monitor a service to customers	Superior Customer Service
	BSBTEC303	Create electronic presentations	Powerpoint
	BSBTEC401	Design and produce complex text documents	Word Advanced
	BSBOPS402	Coordinate business operational plans	Operational Planning*
	BSBXTW401	Lead and facilitate a team	Team Building*
	BSBPEF402	Develop personal work priorities	Time Management
	BSBTEC402	Develop and produce complex spreadsheets	Excel Intermediate
	BSBFIN401	Report on financial activity	MYOB Advanced

*These courses also require post-course work to be completed.

How is the qualification assessed?

To achieve this qualification learners are required to be found Competent in 12 units of competency. The following methods are used to gather evidence of competence:

NDA training course

- NDA offers training courses that align to some units of competency. Assessment activities completed during these training courses can help to demonstrate competency in the aligned unit.

Activities

- Learners are provided with workbook resource material for each of their self-paced study units in the qualification. The final section of each unit is an activity. If you choose to complete this form of assessment, all activities should be completed and returned to your assessor.

Questions and answers

- If you choose to complete this form of assessment all questions and answers should be completed and returned to your assessor.

Project or workplace evidence

- The projects are designed for the unit of competency. These are generic projects and may not correlate to the learner's industry. Alternatively, appropriate workplace evidence can be provided for assessment. Workplace evidence must be relevant to the unit of competency requirements.

Supervisor/assessor/third party report

- This report allows the learner's supervisor to comment on the skills they have observed the learner demonstrate. These observable skills should align to the requirements of the unit of competency. If the learner doesn't have a supervisor, then the assessor or a third party can perform this task.

RPL portfolio

- Learners can submit a portfolio of recognition of prior learning (RPL) evidence to the assessor for assessment relevant to the unit of competency.

The training plan completed upon induction outlines the training and assessment methods for each unit of competency. It also outlines the units to be assessed via an assessment visit with you, your supervisor and your NDA assessor. Assessment visits are normally spaced between 3-to-4-month intervals. Your assessment co-ordinator will arrange a date, time and place for your assessment visit.

Zoom Assessments

NDA may need to revert to Zoom based assessments under certain circumstances, particularly relating to any COVID developments.

Payment

User Choice Funded

This qualification is partially funded under the Department of State Growth User Choice Funding scheme for eligible employees.

==***There is a gap fee of $1,754, which is payable by the employer upon enrolment***==.

This amount includes a **$500 non-refundable enrolment fee**.

Fee for Service

If the Learner is ineligible for funding, ***the total course fee is $4,200***.

Fees charged by NDA include all resources, training and assessment services, *including* attendance at relevant NDA training courses, where applicable.

The invoicing structure for fee for service clients is as follows:

First Instalment – 50%
- This is invoiced the month after enrolment and includes a **$500 non-refundable enrolment fee**.

Second Instalment – 25%
- This is invoiced at the halfway point of the qualification (in units or time).

Final Instalment – 25%
- This is invoiced one month before the completion of the qualification.

Refunds

NDA's refund policy can be found on our website www.nda.com.au

Created by: Karina Stojansek
Authorised by: Karina Stojansek
Creation Date: 9/12/21
O:\RTO\Training Packages\Qualification Guides\BSB\Word Version\BSB40420 - Certificate IV in Human Resource Management .docx

Page 8 of 8
Version: 1.3 Updated by Bonnie Britton
Last updated on: 18/09/2023 10:09:00 AM