

**BSB40420**

# **Certificate IV in Human Resource Management**

- Get the skills that employers really want.
- Unrivalled support. Delivered with care.
- Absolute flexibility. Your way, your terms.

# Set yourself up for a successful human resources career

Ready to jumpstart your career? This course is just the boost you're looking for and will set you up for success in more ways than one. The Certificate IV in Human Resource Management covers off all the HR essentials you need for a variety of exciting, rewarding roles. Get practical skills and knowledge for the real world, that you can apply straight away. Whether you're looking to start work, are chasing a promotion, or after a total career change, this qualification can take you there.

## What does the course cover?

- All the basics you need for human resources functions and processes
- How to lead performance development and foster a learning environment
- Best practices for coordinating recruitment, on-boarding, and termination
- Mastering workplace communication and building effective relationships

## Key benefits

### Pathway to the Diploma

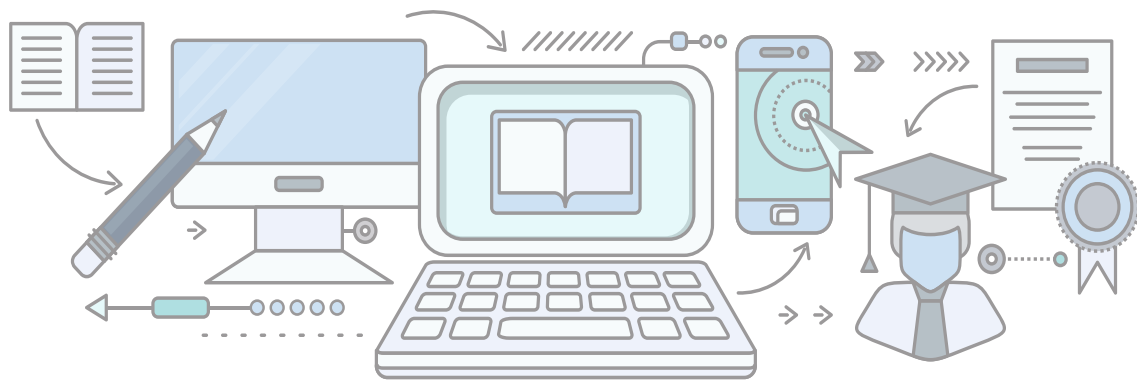
Completing this course will mean you meet the entry requirements to enrol in the Diploma of Human Resource Management. A great option if you're looking to further your career in HR.

### Learn from the very best

All the learning materials in this course have been crafted by HR professionals who want to see you succeed. Your lessons include current and practical topics, highly respected theories and strategies, case studies from the real world, and a whole lot more.

### Nationally recognised

This course is nationally recognised under the Australian Qualifications Framework (AQF). If you're looking for a pathway to higher education in Australia, this could be it.



## Study online. With a difference

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, 'online' doesn't mean 'alone'. You'll be backed by our trainers at every step along the way. You'll get:

- Easy-to-follow course materials
- Videos and webinars
- Support from your course trainers (phone, email, Zoom)
- A dedicated support team on hand to guide you
- Online assessments
- Access to a student Facebook group

## What is the course structure?

This course is delivered online. This means you'll access your learning and assessment resources using an online portal plus digital textbooks. You can access the portal anywhere and anytime.

You'll need to study a total of 12 nationally recognised units, which are spread out over four modules. We consistently receive feedback from our students telling us the course is very well structured and easy to follow. Of course, if you're having trouble wrapping your head around a concept or assessment piece, you can always reach out to your trainer for support.

## What is the course duration?

This course was designed to be completed within 24 months but you can complete it as fast as you like. Your completion time frame depends on your previous education, work experience, time availability and work rate. You're expected to complete at least one module every six months.

## What are the entry requirements?

There are no formal entry requirements. Just bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we'll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

## Course costs

**Monarch's courses are competitively priced**

Check our website for the most up-to-date prices at [www.monarch.edu.au/courses](http://www.monarch.edu.au/courses) or call us on 1300 738 955.



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# Nationally recognised units

## Module 1 / Intro to HR

- BSBHRM417 Support human resources functions and processes
- BSBTWK401 Build and maintain business relationships
- BSBHRM415 Coordinate recruitment and on-boarding

## Module 2 / Leading People Processes

- BSBPMG430 Undertake project work
- BSBHRM411 Administer performance development processes
- BSBHRM413 Support the learning and development of teams and individuals

## Module 3 / Industrial Relations and Terminations

- BSBHRM412 Support employee and industrial relation
- BSBHRM529 Coordinate separation and termination processes
- BSBCEM412 Lead difficult conversations

## Module 4 / HR Operations

- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBXCM401 Apply communication strategies in the workplace
- BSBTEC404 Use digital technologies to collaborate in a work environment

# Jobs and career pathways

Human resources professionals are highly sought-after for businesses of all kinds. With a Certificate IV in Human Resource Management, you'll be ready to take on HR responsibilities at work or set yourself up for a totally new career. The best part is there's loads of room for progression. You can move on to be a manager as you gain more experience, or choose to specialise in areas like recruitment, performance development, or industrial relations.

## You'll get skills to help you take on new roles such as:

- Human Resources Administrator
- Human Resources Coordinator
- Human Resources Officer
- Human Resources Assistant
- People & Culture Administrator
- Recruitment Officer

## Industry insights



Employment projection  
**Up 13.1% to 2026**



Earnings (average full time)  
**\$1,732 per week**



Flexible career options  
**81% full time**

# Why choose Monarch Institute?

**You need a different learning experience.  
We're ready to deliver.**

## Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

## Flexibility

- ✓ Fit study around work, family, life
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

## Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Fast assessment turnaround times with comprehensive trainer feedback

## Enrol today

Chasing your dream job? Ready to level up in your career?  
Start your Certificate IV in Human Resource Management  
with Monarch Institute today.



To discuss the course that's right for you call  
**1300 738 955**



To find out more information email  
**info@monarch.edu.au**



To enrol, visit our website  
**www.monarch.edu.au**

