

SG LEARNING & DEVELOPMENT
PROVIDING A SOLID
GROUNDING FOR
YOUR FUTURE

Certificate IV in Human Resources – BSB40420



Many organisations are not large enough to warrant a full time Human Resource professional. Some of these have roles which include Human Resources as part of their portfolio – while also managing other functions such as financial and office administration, information systems, or technical responsibilities. Team members in these roles are often from a variety of professional and educational backgrounds, not necessarily encompassing the wide range of skills and knowledge that managing human resources effectively requires as organisations grow and expand. The role of the Human Resource professional is a challenging one with a key focus on providing the competitive advantages effective people management practices can bring to the organisational bottom line.

This qualification introduces the competencies required by those whose roles are including more human resource responsibilities. It will introduce the theory in a practical application approach that will be tailored to their own unique organisational needs.

Our Certificate IV in Human Resources graduates are able to apply to their workplaces skills and knowledge in the principles, practice and techniques of supporting:

- organisational performance management systems
- effective recruitment, selection and induction systems
- the application of relevant legislation, codes of practice and workplace ethics in employee relations and work, health and safety are adhered to in everyday business operational practice
- the identification of continuous improvement approaches that encourage effective HR practices.



**SG Learning
& Development**



NATIONALLY RECOGNISED
TRAINING

Learning & Assessment Strategy

Every program is tailored to suit the group or individual, and we consult to ensure the integration of organisational strategic objectives, as well as team and individual performance outcomes. Our strategy takes a performance improvement focus that can be applied for immediate effect. It may include all, or some of the following:

- Attendance at workshops/coaching sessions
- SG Virtual Learning Centre
- 360 Degree Feedback Analysis
- Hogan Leadership Inventories (additional cost)
- Self Evaluation- Personality/Behavioural Profiling
- Setting professional developmental goals
- Conducting research, analysing and presenting information
- Evaluating work processes and best practice
- Planning and implementing a work based project
- Reflecting on work applied experiences to highlight opportunities to further refine skills, knowledge and application.

Students are provided with a current textbook and course materials to assist them with their learning.

Our facilitators/assessors are both qualified and experienced in human resource management and best management practices, which enables them to take a hands on coaching approach throughout the program.

SG Virtual Learning Centre

Our Virtual Learning Centre offers students and their workplace sponsor/manager an online coaching facility throughout the course of the program. Extra learning resources, discussion forums and the ability for managers to remain connected with progress enables program outcomes to be maximised on the job, ensuring a better return on investment for both the student and their organisation.

This qualification can be completed completely on line in our VLC. This is not an “off the rack” e-learning activity where students have to read and answer questions on their own. Ours is a facilitated on line coaching experience with everyday access to both your learning and assessment materials and your coach. Call us for a demonstration of our approach.

**Offering a
customised program
that brings 'real'
results for you and
your work place.**

Delivery/Assessment Options

- **Group Training/Coaching**
- **Facilitated On Line Learning – SG Virtual Learning Centre – work with your own coach**
- **RPL**

A **Blended** workshop/online Learning option is available and may be discussed at the initial consultation.

Our Value

- Full Group training option includes up to 10 workshops
- Qualified experienced facilitators/coaches for full group training, fully online and blended delivery options
- Delivery and assessment strategies contextualised so you can apply skills immediately to maximise your return on investment
- Text, learning resources and VLC access included

Note:

Fees do not include venue hire, travel & accommodation or associated expenses.

Information in this brochure applies as at the issue date 30 October 2020.

SG Learning & Development reserves the right to refuse any application if we believe we do not have the appropriate resources, or cannot provide the required service to the client.

Contact

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Course Requirements

Successful completion of 12 units is required to achieve the Certificate IV in Human Resources, comprising 6 core units and 6 elective units.

Core Units

- BSBHRM417 Support human resource functions and processes
- BSBHRM411 Administer performance- development processes
- BSBHRM413 Support the learning and development of teams and individuals
- BSBHRM415 Coordinate recruitment and onboarding
- BSBHRM412 Support employee and industrial relations
- BSBWHS411 Implement and monitor WHS policies, procedures and programs

2 Electives units must be selected from the following Group A list:

- BSBCMM412 Lead difficult conversations
- BSBHRM529 Coordinate separation and termination processes
- BSBHRM530 Coordinate rehabilitation or return to work programs
- BSBHRM531 Coordinate health and wellness programs

2 Electives units must be selected from the following Group B list:

- BSBOPS405 Organise business meetings
- BSBCMM411 Make presentations
- BSBPMG430 Undertake project work
- BSBXCM401 Apply communication strategies in the workplace
- BSBWRT411 Write complex documents

2 more elective units may be selected from Groups A and B or an accredited course or any endorsed Training package at Certificate III level or higher.

Delivery & Assessment Strategy

We can provide group training, individual coaching, and online options in our delivery and assessment approach to enable qualifications to be gained in a way that will suit the workflow of the organisation, and the work/life balance of the participants. Our Virtual Learning Centre enables participants, managers and dedicated and qualified coaches to be in daily contact to enable a co-ordinated approach to solving problems on the job.

Group Training (minimum of 5 participants)

Candidates attend up to 10 x 1 day workshops (dependent on numbers and experience of participants) that are highly interactive and include group activities, individual exercises and practical discussions that will address key aspects of human resource management.

Coaching

Where group training isn't appropriate, we offer coaching of individuals or small groups (1-4 participants). The time involved and course structure will be customised to suit the group/individual.

Facilitated On Line Learning – SG Virtual Learning Centre (VLC)

Our Virtual Learning Centre offers candidates an online coaching option for all or some of the units in their course. It enables them to participate in weekly discussion forums with their coach, and complete weekly assessment activities that are designed to break down assignments into manageable sized chunks. This option can be discussed at the initial consultation, and can be tailored to suit both groups working together, and individuals working on their own.

Time Frame

The course usually takes 6- 18 months to complete for a student who is working full time. The schedule can be adapted to suit individuals depending on previous experience, the amount of time the candidate has to achieve required competencies, and taking into consideration work/life balance and organisational priorities.

Recognition of Prior Learning (RPL)

We offer RPL to experienced candidates and provide a comprehensive package that their RPL coach will use to guide them through the RPL process.

Assessment

Our focus is the application and integration of competencies on the job, so that our students have the opportunity to practice key skills with the guidance of their coach and in collaboration with their workplace sponsor/manager. Assessments are practical and include group/written exercises and discussions, self-assessments, workplace research, reviews, activities and projects.