

Certificate IV in Human Resources

Human Resource Management demands integrity, confidentiality, and a high level of interpersonal interaction with stakeholders. As well as these personal traits you also need an understanding of business and/or organisational management so that you can share and assist in implementing the organisation's vision and strategic objectives. 21st Century HR practitioners are highly skilled across a wide range of functional roles. If you are new to HR or don't yet have the underpinning skills and knowledge you know you need to understand your job role in HR then this is the course for you!



The Certificate IV in Human Resources has been designed for people working in support roles in HRM to provide them with the necessary skills and knowledge to further understand and perform their own job and to provide them with the core skill sets required in HRM. The course will also update HR staff on the latest industry practices as well as provide you with formal recognition of the skills you already have.

The Program

This program has been designed to provide participants with the key skills and knowledge required to be an effective and efficient HR team member. The course covers staff recruitment and performance management as well along with the issues prevalent in HR and the self management skills you need. There are 10 units in this course:

- Review human resource functions
- Recruit, select and induct staff
- Support performance management processes
- Implement industrial relations procedures
- Address customer needs
- Analyse and present research information
- Establish effective workplace relationships
- Make a presentation
- Monitor a safe workplace
- Write complex documents

Gain the knowledge and skills to enhance morale and productivity, limit job turnover & help organisations increase performance and improve business results!

***FEE ONLY \$2,595.00 All Inclusive
(Or enquire about govt. funded options)***

"There are few, if any, jobs in which ability alone is sufficient. Needed, also, are loyalty, sincerity, enthusiasm and team play."

-- William B.

How does it work?

This program is delivered over 5 **intensive** whole day **workshops** covering the core body of knowledge and key skills as well as an **online learning program** including webinars, tutorials, group forums, case studies & workbooks.

Each participant will have their own learning plan designed to provide a week by week guide to program learning as well as list core activities & tasks. We formally recognise the skills you already have through RPL & focus on the gaps. Assessment is

Who is it designed for?

The Certificate IV in HR is designed for individuals who work in HR or related support services and who have some years experience on the job.

HRM Tools, pro-formas, tips and techniques are all included in this program as is a wide range of learning aids such as DVD's, calculators, white papers, web support & online learning.

Contact CAL for more information E: admin@collegeforadultlearning.com.au P: (03) 9733 0554

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