

BSB40420

Certificate IV in Human Resource Management



Complement your great people skills with a qualification that builds a solid knowledge base in performance management, recruitment and effective working relationships.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

Part-time option only available for domestic students.

CAMPUS

**Brisbane, Melbourne,
Sydney CBD & Bondi**

DELIVERY

Face-to-face, online¹ and blended²



Expert trainers
to get you job-ready



Enhance
critical thinking skills



Promote
team effectiveness



Establish
effective workplace
relationships

INTAKE DATES

31 Jan 22

26 Apr 22³

18 Jul 22

10 Oct 22

30 Jan 23

24 Apr 23

17 Jul 23

09 Oct 23



1. Up to one-third delivered online for student visa holders
2. Blended option available to domestic students only
3. Starting day moved to Tuesday as Monday is a public holiday

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of Australian Year 11 or equivalent.

ENGLISH LANGUAGE PROFICIENCY -

Successful completion of 8 weeks of General English at Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

PATHWAYS

Students who successfully complete the Certificate IV in Human Resources prepares students to enter the Diploma of Human Resources Management at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

This qualification prepares students to work in support positions in human resources management. In smaller companies they may work across all human resources areas. In larger companies they may be work in teams focused on specific human resources functions, such as workforce planning or human resources information systems.

COURSE FEES

\$6,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before the start date.

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Human Resources Assistant
Human Resources Officer
Human Resources Administrator
Human Resources Coordinator

12 SUBJECTS

HR Functions

Implement and monitor WHS

Support employee and industrial relations

Staff Recruitment

Performance Processes

Support learning and development

Make Presentations

Complex Documents

Lead Difficult Conversations

Process Payroll

Business Relationships

Communication Strategies

Note:

- Course and campus availability subject to demand.
- One term is 9 weeks of study.
- For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
- For more info about our University pathways, visit www.apc.edu.au/courses/vocational-further-study-pathways/

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident

APC.EDU.AU | INFO@APC.EDU.AU

Young Rabbit Pty Ltd (ABN 28 003 381 182) trading as Australian Pacific College | RTO Code: 90396 | CRICOS Code: 01331F

APC Certificate IV in Human Resource Management_29OCT21_V1.6R

BSB50320

Diploma of Human Resource Management



Equip yourself with the knowledge and skills to manage a company's greatest asset: its people! The HR industry will provide you with daily challenges and excitement, as you manage employees to maximise their benefit to their organisation.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

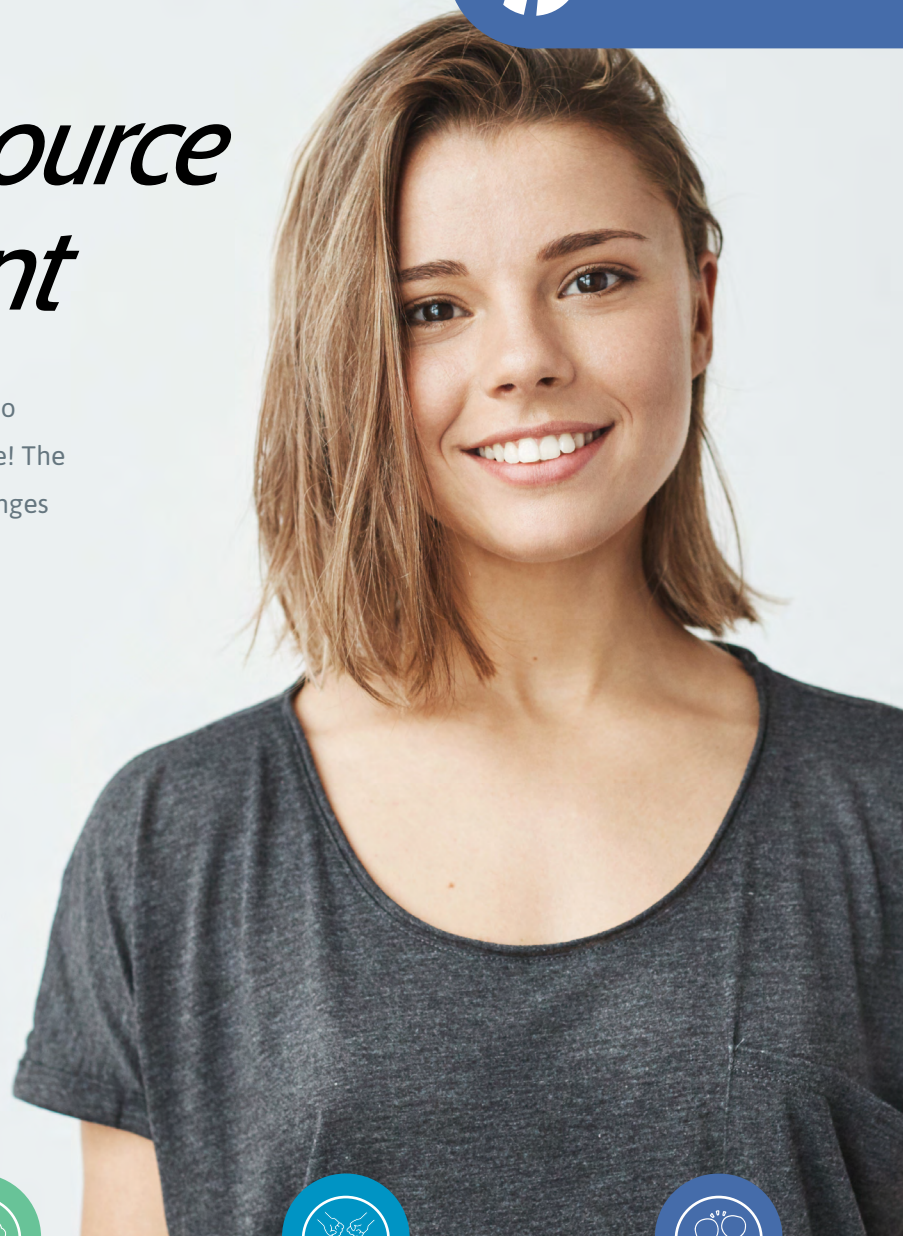
Part-time option only available for domestic students.

CAMPUS

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ENTRY REQUIREMENTS

ACADEMIC - Successful completion of BSB40420 Certificate IV in Human Resource Management or equivalent.

ENGLISH LANGUAGE PROFICIENCY -

Successful completion of 8 weeks of General English at Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

Students utilising VSL¹ - Senior Secondary Certificate of Education, or Certificate IV level course delivered in English, or competency at or above Exit Level 3 in the ACSF in both reading and numeracy using an approved English test.

PATHWAYS

Students who successfully complete the Diploma of Human Resources Management may enter the Advanced Diploma of Management (Human Resources) at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

This qualification prepares students to work in a variety of roles within the human resources sector by giving them a sound theoretical knowledge of human resources management and a range of managerial skills to ensure that human resources functions are carried out effectively within their organisation. Typically they would have responsibility for the work of other staff.

COURSE FEES

\$6,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before start date.

VET Student Loans available for eligible domestic students.¹

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Human Resources Manager
Human Resources Change Manager
Human Resources Consultant

12 SUBJECTS

Implement and Monitor WHS

Business Risk

Performance Development Processes

Workforce Plan Implementation

HR Functions and Processes

Employee Relations

Coordinate Learning and Development

Recruitment and Onboarding

Personal Professional Development

Remuneration and Employee Benefits

Diversity and Inclusion

Health and Wellness Programs

Note: 1. There are a number of ways you may choose to pay for your study at APC: Payment due prior to the census date by direct debit or credit card or by applying for an income contingent loan from VET Student Loans. There are specific student eligibility criteria to qualify for VET Student Loans. For more information on VET Student Loans and our tuition fee schedules see our website apc.edu.au or contact the Department of Education and Training.

1800 020 108 | VETStudentLoans@dese.gov.au | <https://www.dese.gov.au/vet-student-loans>

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APC Diploma of Human Resource Management_29OCT21_V1.6R

BSB60320

Advanced Diploma of Human Resource Management



AUSTRALIAN
PACIFIC COLLEGE

Upskill yourself with this advanced-level diploma, as you learn how to provide solid leadership and strategic direction in the human resources activities of an organisation.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

Part-time option only available for domestic students.

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ENTRY REQUIREMENTS

ACADEMIC - Successful completion of BSB50320 Diploma of Human Resource Management or equivalent.

ENGLISH LANGUAGE PROFICIENCY -

Successful completion of 8 weeks of General English at Upper Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

Students utilising VSL¹ - Senior Secondary Certificate of Education, or Certificate IV level course delivered in English, or competency at or above Exit Level 3 in the ACSF in both reading and numeracy using an approved English test.

PATHWAYS

Students who successfully complete the Advanced Diploma of Management (Human Resources) may be able to continue to our universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

This qualification prepares students to work as human resources directors, strategists and national, regional or global human resources managers in roles where they provide leadership and plan the human resources activities of an organisation. For this reason they need wide-ranging technical, creative, conceptual or managerial competencies. People in these roles are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.

COURSE FEES

\$6,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before start date.

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ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, portfolios and/or presentations.

MODES OF DELIVERY

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POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Human Resources Director
National Human Resources Manager
Regional Human Resources Manager

10 SUBJECTS

Complex Problem Solving

Organisational Finances

Organisational Performance Development

Employee and Industrial Relations Strategies

Strategic Workforce Planning

Management of Change

Innovation and Continuous Improvement

Organisational Leadership

Learning and Development Strategies

Diversity and Inclusion Strategies

Note: 1. There are a number of ways you may choose to pay for your study at APC: Payment due prior to the census date by direct debit or credit card or by applying for an income contingent loan from VET Student Loans. There are specific student eligibility criteria to qualify for VET Student Loans. For more information on VET Student Loans and our tuition fee schedules see our website apc.edu.au or contact the Department of Education and Training.

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