

COURSE BROCHURE

BSB40420

CERTIFICATE IV IN HUMAN
RESOURCES MANAGEMENT



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ABOUT THIS BROCHURE

This brochure provides all the information you need to know about enrolling in the BSB40420 Certificate IV in Human Resources Management

COURSE DETAILS

PROVIDER NAME	Educare International College	 EDUCARE INTERNATIONAL COLLEGE
RTO CODE	46409	
CRICOS CODE	04367C	
CRICOS COURSE CODE	118180M	
LOCATION OF COURSE	This course will be delivered at Level 2, 118 Church St, Parramatta NSW 2150	 NATIONALLY RECOGNISED TRAINING
DELIVERY MODE	This course will be delivered using the following delivery modes: • Face-to-face in the classroom • Structured self-study	
DURATION	This course will be delivered over 78 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 18 weeks of holidays.	
STUDY LOAD	Students are required to attend 14 hours of training and assessment per week plus 6 hours of structured self-study learning per week. Additional self-directed study is expected to be approximately 5 hours a week.	

OVERVIEW OF COURSE

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB40420>

WHO SHOULD APPLY FOR THIS COURSE AND WHY?

Target groups for the BSB40420 Certificate IV in Human Resources are international students who are:

- Seeking to pursue or further a career in human resources field.
- Seeking to enter a new industry sector.
- Seeking a pathway to higher level qualifications.

Characteristics of the target group are as follows:

- Overseas students wanting to gain a Certificate IV in Human Resources Management qualification.
- Majority of the students may have English as the second language. An entry requirement has been set to ensure students are able to complete the course work.
- Students are expected to typically fall into the age range of 18 – 35 as people still establishing or changing careers.

Credit and/or RPL can be provided for those with existing skills and knowledge allowing such students to complete the course in a shorter timeframe.

WHAT CAN I EXPECT?

The following units are included in this course, and all are required for the award of the qualification. If you successfully complete some but not all units, you will be awarded with a Statement of Attainment.

S. No	Unit Code	Unit Name	Core/ Elective
1	BSBHRM411	Administer performance development processes	C
2	BSBHRM412	Support employee and industrial relations	C
3	BSBHRM413	Support the learning and development of teams and individuals	C
4	BSBHRM415	Coordinate recruitment and onboarding	C
5	BSBHRM417	Support human resource functions and processes	C
6	BSBWHS411	Implement and monitor WHS policies, procedures and programs	C
7	BSBCMM412	Lead difficult conversation	E 'Group A'
8	BSBHRM531	Coordinate health and wellness programs	E 'Group A'
9	BSBOPS405	Organise business meetings	E 'Group B'

10	BSBWRT411	Write complex documents	E 'Group B'
11	BSBTEC404	Use digital technologies to collaborate in a work environment	E 'Others'
12	BSBCRT412	Articulate, present and debate ideas	E 'Others'

TRAINING AND ASSESSMENT INFORMATION

A face-to-face training mode, as well as structured self-study mode is employed for this qualification and all training will take place at Educare's training facilities.

The face-to-face training component of this course amounts to 14 hours a week. This training will include lecture and tutorial sessions. Trainers will conduct lecture session on unit topics using presentation method to pass on the topic information to students. Trainers will conduct tutorial sessions using group and/or one-on-one discussions to ensure students understand the unit topics and develop the LLN and employment skills required for competent performance. Additionally, tutorial sessions will also include in-class assessment tasks that require interaction between assessor and the student. These tasks and activities include meeting, role-plays, presentations, and demonstrations.

The structured self-study component of this course amounts to six (6) hours a week. Students are provided with access to learning activities guide for completion through Learning Management System. The estimated time to complete these learning activities is documented in the guide for each unit. This is a mandatory component of a student's study and student's attendance, and participation will be monitored.

Units of competency are delivered individually.

Students will be provided with learning and assessment materials that they will use to develop their knowledge and understanding. All students will be provided with a range of learning support options and resources to help them achieve competency.

Students can also be supported outside of face to face through e-mail and telephone contact with their trainer. Students are provided with their trainer's contact details at their orientation. Students are encouraged to contact their trainer at any time and trainers will liaise with students regarding their progress and provide advice as required, including any relevant course content and concepts, learning opportunities, assessment requirements, feedback on assessments and any issues the student is experiencing.

Assessment will occur through a variety of methods, including projects incorporating role-plays, case studies, observations, and short answer questions.

Assessment conditions will ensure a simulated workplace environment for classroom-based assessment.

Assessment tasks:

- Reflect real life work tasks.

- Are required to be performed within industry standard timeframes as specified by assessors in relation to each task.
- Are assessed using assessment criteria that relate to the quality of work expected by the industry.
- Are performed to industry safety requirements as relevant.
- Utilise authentic workplace documentation.
- Require students to work with others as part of a team.
- Require students to plan and prioritise competing work tasks.
- Involve the use of standard, workplace equipment such as computers and software.
- Ensure that students are required to consider workplace constraints such as time and budgets.

COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

STUDENT SUPPORT

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

RESOURCE REQUIREMENTS

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC

	MINIMUM REQUIREMENTS
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MACOS

	MINIMUM REQUIREMENTS
Processor	Multicore Intel processor with 64-bit support
Operating system	Big Sur
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended



EDUCARE
INTERNATIONAL COLLEGE

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	MINIMUM REQUIREMENTS
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

NAME OF SOFTWARE	ASSOCIATED COSTS	
Office 365	\$139 annually	https://www.microsoft.com/en-au/microsoft-365/buy/compare-all-microsoft-365-products
LAPTOP DETAILS	ASSOCIATED COSTS	
Any laptop that meets the specifications above	\$450 (approximate only)	Various

COURSE CREDIT

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which will be available at college website (under construction).

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

WHAT ARE THE ENTRY REQUIREMENTS?

Educare has the following course entry requirements:

International students must:

- Be at least 18 years of age
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old).
- Completed Australian Year 12 or its overseas equivalent or an Australian Qualification Framework (AQF) Certificate III or higher

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that Educare can confirm they are equivalent to IELTS 5.5.*

In addition, all students who are undertaking this qualification must have the following resources while in class.

- A laptop or computer that is installed with Microsoft Office or similar.

HOW MUCH DOES IT COST?

The costs for this course are as follows:

ENROLMENT FEE	\$250 (non-refundable to be paid on application)
COURSE FEES	Total cost is AUD \$18000
NON-TUITION FEES	Material Fee: \$300

Course fees do not include laptops or software – see information above.

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Educare provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs.html>

HOW CAN I APPLY?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a passport copy
- a copy of your High School Certificate
- proof of English language proficiency as specified in the entry requirements.

WHERE TO FROM HERE?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Educare's International Student Handbook. This can be found online at college website (under construction).