



ELEVARE
INTERNATIONAL COLLEGE

BSB40420 CERTIFICATE IV IN HUMAN RESOURCES MANAGEMENT

CRICOS code 118180M

Build the Skills to Manage the Workforce of Tomorrow

RTO Code: 46409

CRICOS code: 04367C

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Welcome to Elevare International College

We are excited to have you consider joining our vibrant learning community.

At Elevare, we offer practical, career focused courses designed to help you succeed in today's global workforce.

Our experienced trainers, supportive staff, and diverse student environment make it a great place to learn, grow and achieve your goals.

Our Vision

To empower every student to thrive academically, emotionally and professionally while inspiring a global community that values lifelong learning, sustainability, and positive environmental impact.

Our Mission

At Elevare International College, our mission is to deliver high-quality vocational education that nurtures the mind, body, and future of every learner.

We are committed to:

- supporting students mental and physical well being through a caring and inclusive learning environment
- equipping graduates with practical skills for lasting career success
- embedding sustainability and environmental awareness in both our teaching and operations
- creating a community where education drives both personal growth and global responsibility



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BSB40420 Certificate IV in Human Resources Management

CRICOS Course Code: 118180M

Overview of Course

The BSB40420 Certificate IV in Human Resource Management provides a practical and comprehensive introduction to the core functions of HR in today's dynamic workplaces. Designed for individuals looking to start or advance their career in human resources, this qualification equips learners with the skills to support recruitment and onboarding, manage employee relations, and contribute to workforce planning. Students gain a solid understanding of workplace policies, communication strategies, and compliance with employment legislation, preparing them to play a key role in supporting both employees and organisational goals.

Throughout the course, participants develop hands-on skills in areas such as performance management, learning and development coordination, and workplace health and safety support. With a strong focus on real-world application, the program encourages critical thinking, problem-solving, and effective communication in diverse work environments. Graduates of this qualification are well-prepared for HR support roles across a range of industries, making it an ideal pathway for those seeking to build a rewarding career in people management and organisational development.

The latest release of the qualification and packaging rules can be found at the following link:
<https://training.gov.au/Training/Details/BSB40420>

Course Details

Course	BSB40420 - Certificate IV in Human Resource Management CRICOS Code 118180M
Delivery Location	Suite 203, Level 2/118 Church St Parramatta, NSW 2150 19a Lake Street, Varsity Lakes, QLD 4227
Delivery Mode	This course will be delivered using a blend of face to face in the classroom, structured self study and work placement.
Study Load	• 20 hours of face-to-face mode in the classroom including structured self study learning • 5 hours of self-directed study
Duration	78 weeks (60 weeks of training and 18 weeks of holidays)



BSB40420 Certificate IV in Human Resources Management



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Who Should Apply for this Course?

You should consider enrolling in the BSB40420 Certificate IV in Human Resource Management if you are seeking to develop the skills and knowledge required to perform a range of human resource functions in a workplace. This qualification is suitable for individuals who are looking to pursue or further a career in human resources, enhance their existing administrative or business skills, or progress into roles involving HR support and coordination.

This qualification reflects the role of individuals who work in a range of HR positions, applying well-developed skills and knowledge in areas such as recruitment, employee relations, and workplace policies. It may also provide a pathway to higher-level qualifications in human resource management or related fields.

The target group for the BSB40420 Certificate IV in Human Resource Management consists of international students who are:

- Seeking to pursue or further a career in the human resources or business services sector
- Looking to develop practical skills in HR processes, communication, and workplace support
- Seeking to enter a new industry sector or transition into human resources roles
- Seeking a pathway to higher-level qualifications in human resource management or business

The characteristics of the target group are as follows:

- International students who wish to obtain a nationally recognised Certificate IV in Human Resource Management qualification
- Students who are interested in working in business environments and supporting workplace operations and employee management
- The majority of students may have English as a second language; therefore, appropriate entry requirements are in place to ensure students have sufficient language, literacy, numeracy and digital (LLND) skills to successfully complete the course
- Students are typically aged between 18–35 years, including those commencing their careers, upskilling, or transitioning into a new career pathway
- Students who benefit from structured learning environments and practical application of workplace-based knowledge and skills

Students who have existing skills and knowledge may be eligible for Recognition of Prior Learning (RPL) and/or Credit Transfer. This may allow eligible students to reduce the duration of the course where competency can be demonstrated in accordance with the training package requirements.



Units of Competency

This course includes the units below, all of which must be completed to earn the full qualification. Completing only some units will result in a Statement of Attainment.

	Unit Code	Unit Name	Core/Elective
1	BSBHRM411	Administer performance development processes	Core
2	BSBHRM412	Support employee and industrial relations	Core
3	BSBHRM413	Support the learning and development of teams and individuals	Core
4	BSBHRM415	Coordinate recruitment and onboarding	Core
5	BSBHRM417	Support human resources functions and processes	Core
6	BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
7	BSBWHS412	Lead difficult conversations	Elective Group 'A'
8	BSBHRM531	Coordinate health and wellness programs	Elective Group 'A'
9	BSBOPS405	Organise business meetings	Elective Group 'B'
10	BSBWRT411	Write complex documents	Elective Group 'B'
11	BSBTEC404	Use digital technologies to collaborate in a work environment	Elective Group 'B'
12	BSBCRT412	Articulate, present and debate ideas	Elective Group 'B'



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.

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.



Training and Assessment Information



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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 Elevare's training facilities.

The face-to-face training component of this course is delivered for 20 hours per week and includes a combination of lectures and tutorial sessions and structured self-study. Lectures are designed to introduce key unit concepts using structured presentations, while tutorial sessions provide opportunities for interactive learning through group activities and one-on-one support.

These sessions are designed to support students in developing their language, literacy, numeracy and digital (LLND) skills, as well as employability skills required for competent performance in the workplace. Tutorial sessions also incorporate in-class assessment activities, allowing direct interaction between the trainer/assessor and students. These activities may include meetings, role-plays, presentations, and practical demonstrations.

Students are provided with access to learning activities and resources through the Learning Management System (LMS), along with a guide outlining the expected time required to complete each unit. This forms a mandatory part of the course, and students are expected to actively engage with and complete all self-study tasks. Student participation and progress in these activities will be monitored to ensure successful course completion.

Assessment is conducted using a range of methods designed to reflect real workplace tasks. These may include projects, role-plays, case studies, practical observations, and short answer questions. Where assessments are delivered in a classroom setting, conditions will simulate a workplace environment to ensure students can demonstrate the skills and knowledge required for competent performance.



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.

Student Support

We offer the following in relation to support and welfare:

- one on 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.

Students are supported outside of scheduled classes through email and telephone contact with their trainer. Trainer contact details are provided during orientation, and students are encouraged to seek assistance whenever required. Trainers will communicate with students regarding their progress and provide guidance on course content, learning activities, assessment requirements, and feedback. Additional support is available to assist students in addressing any challenges they may encounter throughout their studies.



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.

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		
Any Laptop that meets the below specifications	\$500 (approx)	various

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	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 Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

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

Course Information



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 directly.

Entry Requirements

Educare has the following International Student Course Entry Requirements:

- Be at least 18 years of age
- Have an IELTS* score of 6.0 (test results must be no more than 2 years old)
- Enrolment Fee 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 a laptop or computer that is installed with Microsoft Office or similar while in class.

Course Costs

Enrolment Fee	\$250 (non-refundable to be paid on application)
Tuition Fee	\$18,000
Non-Tuition Fee	Material Fee: \$550
Total cost is AUD \$18,750 (please contact us for current offers and discounts)	

A detailed payment plan and payment arrangements are provided in the Offer Letter. 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>



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HOW CAN I APPLY?

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

- High School Certificate
- Academic Transcript(s)
- Passport
- Proof of English language proficiency
- other related documents

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 www.eic.nsw.edu.au

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