

## Human Resources

| BOS course name             | Pattern of study  | BOS course number | Schools Online (Administration) entry advice                               |
|-----------------------------|-------------------|-------------------|--|
| Human Resources (120 hours) | 2 units x 1 year  | 59207             | Enter this course number for either Preliminary (Year 11) or HSC (Year 12) |
| Human Resources (240-hours) | 2 units x 2 years | 59210             | Enter this course number for both Preliminary (Year 11) and HSC (Year 12)  |

| TAFE course name                  | TAFE course number |
|-----------------------------------|--------------------|
| Certificate IV in Human Resources | 17841              |

| AQF VET qualification  |
|--|
| Statement of Attainment towards Certificate IV in Human Resources (BSB41007) |

| Minimum work placement |
|------------------------|
| Nil                    |

| Exclusions |
|------------|
| Nil        |

### HSC unit credit and course requirements

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

#### Human Resources (120 indicative hours)

- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt units of competency to a minimum of 120 HSC indicative hours

#### Human Resources (240 indicative hours)

- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all units of competency

For a course to count towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

### Access by students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access this Stage 6 VET course. Further information is available on the Board of Studies website at [www.boardofstudies.nsw.edu.au/voc\\_ed/stage-5.html](http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html)

## Course content

| Unit code  | Unit title                               | Unit-specific prerequisite | Status for AQF VET qualification | HSC indicative hours of credit |
|------------|--|----------------------------|----------------------------------|--------------------------------|
| BSBCUS402A | Address customer needs                   | nil                        | listed elective                  | 25                             |
| BSBHRM401A | Review human resources functions         | nil                        | core                             | 35                             |
| BSBHRM402A | Recruit, select and induct staff         | nil                        | core                             | 30                             |
| BSBHRM403A | Support performance management process   | nil                        | core                             | 30                             |
| BSBOHS407A | Monitor a safe workplace                 | nil                        | listed elective                  | 30                             |
| BSBRES401A | Analyse and present research information | nil                        | listed elective                  | 30                             |
| TAEDEL301A | Provide work skill instruction           | nil                        | elective                         | 40                             |

### AQF VET qualification

To attain Certificate IV in Human Resources (BSB41007) students must achieve 10 units of competency including:

- a) 4 core units of competency
- b) 6 elective units of competency (including at least 3 listed electives).