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	Certificate IV in Human Resources	TAFE course number	17841

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

Minimum work placement	none

Exclusions	none

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 including access by students in Stage 5

In certain circumstances students in Stage 5 may access this Stage 6 VET course while also completing the requirements for the award of the School Certificate. Further information is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

Course content

Unit code	Unit title	Unit-specific prerequisite	Core or elective 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
TAADEL301C	Provide training through instruction and demonstration of work skills	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).