



**Central
Regional**

Course **Pre-Enrolment Guide**

Training Area:

**Business, Leadership and
Management**

Training Product:

**BSB40420 Certificate IV Human
Resources Management**

BSB40420

Release number	1
Required number of units for course completion	12 units
Course Duration	Full time 12 months, part time 18 months
Location/s	Geraldton
Delivery mode	Self-Paced External - You will work through learning materials and activities at your own pace and will not have to attend any classes on campus Recognition of Prior Learning - If you think you have existing experience, knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website here.

Course Description

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.

Course Considerations

Physical capability

You must be prepared to:

- Engage in extended periods of computer-based work, including reading on-screen content, completing assessments, and participating in virtual activities.
- Type and submit assessments electronically using digital platforms.

Emotional and mental requirements

You must be prepared to:

- Work independently, maintain motivation, self-discipline and time management skills throughout the course.
- Balance study with personal, family and work commitments.
- Manage assessment workloads and online learning expectations.
- Communicate professionally and respectfully in online discussions and communications.
- Receive and respond constructively to trainer and assessor feedback provided online.
- Participate in learning activities involving workplace scenarios, communication and problem-solving.
- Discuss workplace issues that may involve sensitive human resource matters professionally and respectfully.

Environmental requirements

You must have access to:

- A laptop or computer and reliable internet connection capable of supporting online learning platforms.
- A suitable study space that is reasonably quiet and free from excessive distractions to support regular independent learning.

Cultural and social aspects

You must be prepared to:

- Communicate respectfully and professionally in online environments.
- Engage with individuals from diverse cultural, social and professional backgrounds.
- Demonstrate inclusive and culturally appropriate communication practices online.
- Apply ethical and professional standards in all learning and assessment activities
- Work independently while still engaging positively with lecturers and peers in virtual learning settings.

Reading and Writing skills

You must be able to:

- Read and interpret online learning materials and assessment instructions
- Read and understand workplace policies, procedures and basic human resources documentation.
- Use basic research skills to locate and understand information from online sources.
- Understand and follow written instructions for completing learning activities and assessments.
- Use correct spelling, grammar and sentence structure in written work
- Organise ideas and information in a logical and structured manner appropriate to vocational study.

Course fees

For information about fees, refer to the Course Website.

[Courses | Central Regional Tafe](#)

Course Pathways

Pathways into the qualification, may include completion of:

- BSB30120 Certificate III in Business

Pathways from this qualification, may include:

- BSB50320 Diploma of Human Resource Management
- BSB50420 Diploma of Leadership and Management
- BSB50120 Diploma of Business

Exit points:

- Should a learner not be able to complete all the units of competency required, they will be issued a Record of Achievement or a Statement of Attainment for the individual units for which they have been assessed as competent.

- Upon successful completion of the full course the learner is awarded the Statement of Attainment for the qualification.

Further details can be found on our website [here](#).

National/State Course Entry Requirements

Nil

State requirements:

Nil

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Students are required to have a minimum of a relevant Certificate III qualification or equivalent experience in the relevant industry to be able to cope with the learning requirements of this qualification.

Language, Literacy, Numeracy and Digital (LLND) Requirements

CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other courses may be better suited to you at this time.

For this course, the method of LLND review (prior to enrolment) may include but are not limited to:

- An informal interview with the lecturer over the phone and/or face to face. During the interview the lecturer gathers information about your background including any specific learning or support needs you may have and discusses the support services available. You are encouraged to provide the lecturer with a current copy of your Resume (hard copy or electronic) or other relevant information to assist with this process.
- Following the interview and review of the information provided, you will be advised if you can enrol in the course, any support that is available (where required) including alternative study options where applicable.
- You may be required to complete the LLN Robot Quiz to identify LLN levels and any support that may be required.

Textbooks

This course does not require the purchase of any additional textbooks

Learning resources and equipment you need to provide

- Access to a computer/laptop
- Reliable internet connection
- Access to a mentor in the workplace (where applicable)

Online learning materials

Central Regional TAFE will provide the following resources for you to participate in the course. You will be provided with access to the following at enrolment and throughout their enrolment duration.

- Blackboard Learn
- Canvas LMS
- Learner Guides
- PowerPoints
- MS 365 Outlook (Word, Excel, Publisher, PowerPoint, Teams)
- Adobe
- Complete Business Solutions Australia (CBSA)- Simulated environment
- Templates
- Policy and procedures
- Access to the library facilities (on site and online)
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Resource fee

- Learners are charged a resource fee for access to the learning and assessment materials on the online learning management system

Note: Detailed specifications of resources required at a unit of competency level are addressed in the Training and Assessment Plan for each unit.

Training Hours

The program is designed to provide you with flexibility in their learning journey. It is offered through flexible online delivery format, allowing you to complete one to two units simultaneously. Alternatively, if you can demonstrate sufficient knowledge and work experience, you may be recommended to enrol in more units concurrently.

Total training hours for this skill set is **400 hours**. It is expected that students studying full time will commit **approximately 7-8 hours each week** to successfully complete this course within 12 months.

It is expected that students studying part time will commit **approximately 5-6 hours each week** to successfully complete this course within 18 months.

Additionally, you must also be prepared to commit to 96 hours for completion of assessments for the units.

Assessment Methods

- **Knowledge questions:** This involves answering questions, either orally or in writing relating to the unit of competency.
- **Observations:** This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- **Project:** This involves completing tasks or activities in a simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Further information

More information can be found in our Student Handbook, available for download off our website [here](#)

Contacts:

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Or enquire via our website enquiry form [here](#):



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