



RTO #31254

CLET TRAINING

Where experience is acknowledged!

BSB40420

Certificate IV in Human Resource Management



NATIONALLY RECOGNISED
TRAINING



BSB40420 - Certificate IV in Human Resource Management



A central focus of service organisations is personnel. Translate your experience in human resources to a nationally recognised qualification through RPL today.

The CLET BSB40420 Certificate IV in Human Resource Management is an entry level, generic qualification that demonstrates experience in organising and allocating personnel as the resource they are within an organisation.

If you have experience in the police, military, emergency services, or health sector, you may be eligible for this qualification through RPL with CLET. The BSB40420 Certificate IV in Human Resource Management is a great qualification to add to your resume to demonstrate to civilian employers your skills and knowledge in the oversight of personnel.

If you have a background in the private sector, working with personnel, this may also be an option for you to confirm your skills and knowledge in this area with a nationally recognised qualification.

Apply for RPL today and let the CLET RPL Team guide you through the assessment process.

Qualification Details



Certificate IV in Human Resource Management

Qualification Code:	BSB40420
Application Completion Time:	28 days
Gap Training:	No
Qualification Awarded:	Certificate IV
Delivery Mode:	RPL
Units Recognised:	12
Nationally Recognised Training:	Yes



RPL Review and assessment can take a minimum of 28 days to complete



Units Assessed

The following units of competency are the core units plus possible electives for the BSB40420 - Certificate IV in Human Resource Management. During the assessment process the RPL team will select the most appropriate electives to reflect your employment experience.



Units Assessed: BSB40420 - Certificate IV in Human Resource Management



Code	Unit name
BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resources functions and processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs
Possible Electives	
BSBCMM412	Lead difficult conversations
BSBHRM414	Use human resources information systems
BSBOPS403	Apply business risk management processes
BSBOPS405	Organise business meetings
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace



What about Recognition of Prior Learning (RPL)?

Recognition of prior learning is available on this qualification.

After reading the information provided on this qualification page, if you then decide to apply to have your knowledge and skills recognised towards this and/or other qualifications, you may click on the RPL Assessment button and complete the application form to commence the process.

Click on the following headings to learn more about the CLET recognition of prior learning (RPL) process.

Who is eligible to apply for RPL?

CLET specialises in providing recognition of prior learning (RPL) to people who are current or former police, military, emergency services, nursing and all other government at all levels. WHY? Because that is where our workplace knowledge, experience and education is focused and current.

RPL assessment is obligation free

The RPL assessment process is 'free of charge' and 'obligation free'. You only pay the RPL fee if you wish to be awarded with your qualification/s and receive the certificate/s after the assessment process is complete and you are advised of the result. We do this in recognition of the impeccable work you have done for our community.

When RPL form is submitted

After you complete the RPL Assessment form, evidence to support your knowledge and skills is required. When this is received, CLET staff will commence the initial review of your experience against the criteria of one or more qualifications. On the application form you may elect the qualification/s you wish to be assessed against or ask for a general assessment.

1. The more evidence you provide that is relevant against the qualification/s criteria you wish to be assessed against, the easier it is for CLET staff to be confident you possess the knowledge and skills required.
2. If required, a competency conversation may be conducted over the phone



RPL step by step process

The following list provides you with a step by step explanation of the RPL process.

- click on the RPL Assessment button
- complete all requested fields and submit
- read the next page that appears
- upload your evidence on this SECURE page (Scanned copies in a .zip file) or email.
- receive email and SMS confirmation
- CLET staff process. Evidence secured, returned or destroyed immediately after the assessment is conducted)
- receive result of initial review via email within 14 days or longer depending on amount of applications being processed
- you advise which qualification/s you would like to be formally assessment against
- formal assessment is conducted within a further 14 days and you are advised of outcome
- if successful, request certificate/s, payment is now due
- receive your qualification/s via registered post



Evidence required

What evidence can be provided to support your application?

- current Resume or CV
- police officers - service history (important)
- relevant job descriptions
- letters of reference or commendation
- in service courses
- qualification transcripts
- PMKeys Service record
- course reports
- performance appraisal reports
- references
- personal self-assessment letter explaining your experience
- other information
- phone conversations to confirm knowledge and skills may be conducted

CLET assessor experience

CLET assessors have a combined experience of over 100 years working in and with police, military, corrections, education, government at all levels, emergency services and the health sector. We have a combined collection of:



University Degrees in:

- law
- criminology
- education
- psychology
- business
- arts with philosophy and psychology

Master Degrees in:

- criminology
- business administration (MBA)
- policing, security and terrorism
- emergency management
- public health

Vocational Qualifications in:

- training and assessment
- government
- policing
- justice
- investigations and mercantile agents
- driver training
- security and risk management
- integrated risk management
- business, HR, leadership and management
- security operations
- corrections
- counselling
- work health and safety, first aid

RPL FEES - \$1200 (Full RPL Fee)

Initial RPL Review: NO FEE (Free of charge)- This is conducted when RPL Application and evidence received.

PROCEED TO AWARD: \$1200 - This fee is only due after initial review is completed, candidate then requests a full RPL assessment is conducted and decides to proceed to be awarded with the qualification. If candidate does not proceed to award, no fee is payable.

STATEMENT OF ATTAINMENT - FEE adjusted accordingly. This occurs when initial review is conducted, candidate then requests a full RPL assessment and is awarded PARTIAL RPL for selected units.

Looking for a job?

Possible job titles relevant to this qualification include:

Job roles and titles vary across different industry sectors. Possible job titles relevant to



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this qualification include:

- All Federal, State and Local Government Human Resource positions
- Corporate administration
- Supervisors
- Managers

Contact Us

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