



RTO #31254

CLET TRAINING

Where experience is acknowledged!

BSB41015

Certificate IV in Human Resources



NATIONALLY RECOGNISED
TRAINING



BSB41015 - Certificate IV in Human Resources



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

The CLET BSB41015 Certificate IV in Human Resources 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 BSB41015 Certificate IV in Human Resources 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



Units Assessed

The following units of competency are the core units plus possible electives for the BSB41015 - Certificate IV in Human Resources. During the assessment process the RPL team will select the most appropriate electives to reflect your employment experience.

Units Studied: BSB41015 - Certificate IV in Human Resources



Code	Unit name
BSBHRM403	Support performance management process
BSBHRM404	Review human resource functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLDR402	Lead effective workplace relationships
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRK411	Support employee and industrial relations procedures
Possible Electives	
BSBADM405	Organise meetings
BSBCOM406	Conduct work within a compliance framework
BSBREL401	Establish networks
BSBRISK401	Identify risk and apply risk management processes
BSBWRT401	Write complex documents
TAEDEL301A	Provide work skill instruction



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 - \$995 (Full RPL Fee)

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

PROCEED TO AWARD: \$995 - 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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