



## **Candidate Information and Application Forms**

**BSB41007 Certificate IV in Human Resources**

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

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## **What does it mean to complete the BSB41007 Certificate IV in Human Resources**

The BSB41007 Certificate IV in Human Resources reflects the role of individuals who work in a range of support positions in human resources management. In smaller companies they may work across all human resources functional areas and in larger companies they may be assigned responsibilities in units or business areas focussed on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

### **Job Roles**

- Human Resources Assistant
- Human Resources Officer
- Payroll Officer.

## Tips and hints to help you prepare for recognition

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.

Bring your position description and any performance appraisals you have from any training and assessment centres you have worked in.

Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?

Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.

Collect any certificates from in-house training or formal training you have done in the past.

You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.



## Steps in the RPL process

### Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the training and assessment or VET industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- brief CV or work history
- certificates/results of assessment
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- results/statement of attendance/ certificates – vendor training courses
- results/statement of attendance/ certificates – in house courses
- results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- (If Defence Personal, RAAF, Army or Navy) Copy of PM Keys showing Course attended, qualifications received, posting and rank promotions.
- industry awards
- membership of relevant professional associations
- learning resources developed (including electronic forms: videos, MP4s, DVDs...)
- minutes of industry network meetings
- quality system documents
- audit reports and documents
- marketing information
- minutes of meetings where leadership and teamwork are evident
- attendance and enrolment forms
- diaries/task sheets/job sheets/log books
- feedback forms and comments
- references/letters from previous employers/supervisors
- hobbies/interests/special skills outside work
- any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

**Step 2 – Conversation with Assessor**

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills.

**Step 3 – Practical demonstration of your skills**

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

**Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

**Employability Skills give you a general outline of what is required for the BSB41007 Certificate IV in Human Resources**

The following table contains a summary of the Employability Skills required by industry for the BSB41007 Certificate IV in Human Resources. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

**Cost**

Administration Cost .....	\$	100
If applicant enrolls in the 12 units the Administration will not apply.		
Cost of RPL per unit .....	\$	140
Full Qualification without RPL.....	\$	1,450
Full Qualification with RPL.....	\$	900
Extra cost per unit for any required Gap Training .....	\$	110
(All training resources are included in the training costs. Gap training is done with E Learning)		

Skilling Solutions Queensland may pay \$500 towards your RPL

## Employability Skills for BSB40407 Certificate IV in Small Business Management

The following table contains a summary of the employability skills for The BSB41007 Certificate IV in Human Resources. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in The BSB41007 Certificate IV in Human Resources. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

<b>Employability Skill</b>	<b>Industry requirements for The BSB41007 Certificate IV in Human Resources include</b>
<b>Communication:</b>	<ul style="list-style-type: none"><li>• using communication and representation to develop and</li><li>• maintain effective working relationships and networks</li><li>• using negotiation and conflict management skills to resolve issues</li></ul>
<b>Teamwork:</b>	<ul style="list-style-type: none"><li>• actively encouraging consultation and co-operation on human resources initiatives</li><li>• motivating, mentoring, coaching and developing staff</li></ul>
<b>Problem solving:</b>	<ul style="list-style-type: none"><li>• identifying and analysing industrial relations issues,</li><li>• methods to attract job applicants and assisting managers to address performance management issues</li><li>• implementing processes to resolve issues that are raised by co-workers</li></ul>
<b>Initiative and enterprise:</b>	<ul style="list-style-type: none"><li>• seeking and valuing contributions to develop and refine new ideas and approaches</li></ul>
<b>Planning and organising:</b>	<ul style="list-style-type: none"><li>• gathering, organising and presenting workplace information</li><li>• scheduling interviews and coordinating selection processes</li></ul>
<b>Self-management:</b>	<ul style="list-style-type: none"><li>• ensuring that key tasks are undertaken to support organisational timeframes for human resources strategies, such as performance appraisal</li><li>• planning own work including predicting consequences and identifying improvements</li></ul>
<b>Learning:</b>	<ul style="list-style-type: none"><li>• participating in professional networks and associations to obtain and maintain knowledge and skills</li></ul>
<b>Technology:</b>	<ul style="list-style-type: none"><li>• selecting and using a range of functions on a computer application</li><li>• using business technology to produce reports</li></ul>

**APPLICATION – Self Assessment Questionnaire  
BSB41007 Certificate IV in Human Resources**

Candidate Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

How often do you perform the following?

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
<b>Core Units</b>				
BSBHRM401A	Review human resources functions			
BSBHRM402A	Recruit, select and induct staff			
BSBHRM403A	Support performance management process			
BSBWRK410A	Implement industrial relations procedures			
<b>Elective Units (Select 6 of the units listed below)</b>				
BSBADM405B	Organise meetings			
BSBADM406B	Organise business travel			
BSBCMM401A	Make a presentation			
BSBREL401A	Establish networks			
BSBRSK401A	Identify risk and apply risk management processes			
BSBWOR401A	Establish effective workplace relationships			
BSBWOR402A	Promote team effectiveness			

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Evidence required on how you:****BSBHRM401A Review human resources functions**

- Research human resources functions
- Review policy and procedures frameworks
- Apply ethical framework
- Report on research outcomes

**BSBHRM402A Recruit, select and induct staff**

- Determine job descriptions
- Plan for selection
- Assess and select applicants
- Appoint and induct successful candidate

**BSBHRM403A Support performance management process**

- Review performance management infrastructure
- Promote performance management system
- Collate performance management data

**BSBWRK410A Implement industrial relations procedures**

- Communicate and implement organisation's industrial relations policies and procedures
- Assist in minimising industrial relations conflict
- Enhance industrial relations

**BSBADM405B Organise meetings**

- Make meeting arrangements
- Prepare documentation for meetings
- Record and produce minutes of meeting

**BSBADM406B Organise business travel**

- Organise business itinerary for domestic and overseas travel
- Make travel arrangements
- Arrange credit facilities

**BSBCMM401A Make a presentation**

- Prepare a presentation
- Deliver a presentation
- Review the presentation

**BSBREL401A Establish networks**

- Develop and maintain business networks
- Establish and maintain business relationships
- Promote the relationship

**BSBRK401A Identify risk and apply risk management processes**

- Identify risks
- Analyse and evaluate risks
- Monitor and review effectiveness of risk treatment/s

**BSBWOR401A Establish effective workplace relationships**

- Collect, analyse and communicate information and ideas
- Develop trust and confidence
- Develop and maintain networks and relationships
- Manage difficulties into positive outcomes

**BSBWOR402A Promote team effectiveness**

- Plan to achieve team outcomes
- Develop team cohesion
- Participate in and facilitate work team
- Liaise with management

**RPL application form**

Applicant Details:

<b>1. Occupation you are seeking recognition in</b>		
<b>2 Personal Details</b>		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE / FEMALE	
Age		
Are you a permanent Resident of Australia	YES / NO	
<b>3 Current Employment</b>		
Are you currently employed?	YES / NO	
If yes. Position currently in.		
Employer	.....	
If Yes, in which occupation are you currently employed?		
Who is your current employer?		
<b>4. Armed Forces details (If Applicable)</b>		
Branch of Service		
Trade classification on discharge		

<b>5. Further Training</b>	
Have you undertaken any training courses related to the occupation applied for?	YES / NO
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
<b>6. Is there any further information you wish to give in support of your application?</b>	
<b>7. Professional Referees (relevant to work situation)</b>	
<b>Name</b> Position Organisation Phone Number Mobile Number Email Address	
<b>Name</b> Position Organisation Phone Number Mobile Number Email Address	
<b>Name</b> Position Organisation Phone Number Mobile Number Email Address	
<b>Name</b> Position Organisation Phone Number Mobile Number Email Address	

## Applicant Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Supporting evidence	Tick the items you can provide	Year completed	Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation
Brief CV or Work History			
Certificates/Results of Assessment			
Certificates/Results of Assessment – interstate/overseas			
Certificates/Results of Assessment – universities Results/Statement of Attendance/ Certificates – vendor training courses			
Results/Statement of Attendance/ Certificates – in house courses			
Results/Statement of Attendance/ Certificates – workshops, seminars, symposiums, etc			
Results/Statements of Attendance/ Certificates – club courses e.g. first aid, Surf Life Saving			
Industry awards			
Membership of relevant professional associations			

**Note:**

# Our Mission:

- 1. We add value to someone everyday**
- 2. Everyday we will smile**

To enquire for a course with ProSkills Pty Ltd  
go to web page:

**[www.proskills.com.au](http://www.proskills.com.au)**

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