

Traineeships in Human Resources

BSB40420 Certificate IV in Human Resource Management

Betterlink Business Consultancy & Training Services Group is a Registered Training Organisation providing training services to clients in Australia and overseas. (Provider number 51769)

Our expertise is in the delivery of innovative and relevant training in leadership, management, human resources, career development and employment services.

We now have the opportunity to offer a *Certificate IV in Human Resource Management* via a traineeship to newly appointed employees **for half price**, funded through Jobs and Skills WA Lower Fees Local Skills initiative and subsidised by the WA Department of Training and Workforce Development.

Legislated mandatory fees are payable for this program, the course outlined overleaf has a maximum fee of just \$804.38 in 2024.* (*Note: the student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees).

Trainees are eligible to receive up to 50% of the qualification through skills recognition.

Why Traineeships & Why Use Betterlink Group?

- ☑ Traineeships offer a supported & flexible pathway to the Human Resources qualification and with financial incentives available to the employer they can be a **financially positive** training alternative.
- ☑ Training staff gives you the benefit of investing in employees you know and trust, increasing their confidence, productivity and performance, leading to improvement in key outcome areas.
- ☑ Our model utilises work-based activities and real-world examples in the workplace as much as possible instead of large amounts of theoretical assignments.
- ☑ We provide flexible training and assessment arrangements minimising the impact training can have on day to day operations. We undertake site visits to observe, coach and mentor groups and individuals on the job and can travel far and wide to do so.
- ☑ Our trainers and assessors have over ten years 'hands on' experience in the industry, and as a WA based organisation we are easily contactable and understand the local labour market.
- ☑ We are dedicated to the growth and development of individuals, teams and organisations providing ongoing support to assist individuals to achieve career goals.
- ☑ We provide cost effective training solutions that have a positive impact on performance, retention and morale.

What Does The Qualification Cover?

The Certificate IV in Human Resource Management consists of twelve units of competency, six compulsory and six electives. A typical course includes the following units.

Compulsory Units

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 resource functions and processes
BSBWHS411:	Implement and monitor WHS policies, procedures and programs

Elective Units

BSBCMM412:	Lead difficult conversations
BSBHRM528:	Coordinate remuneration and employee benefits
BSBPEF403:	Lead personal development
BSBTWK401:	Build and maintain business relationships
BSBXCM401:	Apply communication strategies in the workplace
BSBPEF402:	Develop personal work priorities

Please note that other electives are available to suit the participant's role

Conditions

1. Participants must be at least 15 years of age and be an Australian resident or hold an appropriate visa.
2. Employers must demonstrate that they have adequate supervision & training capacity to meaningfully engage the apprentice/trainee.
3. Trainees may be a new employee of any age above 15 years.

For the purpose of a traineeship, **a new employee or prospective employee is an employee who has a less than 3 months full time equivalent employment relationship with their employer.**

The working relationship can be built up through full time, part time, casual employment, or engagement as a seasonal or contract worker.

The eligibility of new workers to have their training funded depends on whether they meet the eligibility requirements of the programme and the prior qualifications they hold. This will be determined on a case by case basis by your local Apprenticeship office.

There are also some potential financial benefits...

Employers choosing to access traineeships and apprenticeship programs may be eligible to access federal and state government incentive payments for **new worker** traineeships.

1. Access to financial incentives from the Commonwealth

Federal government incentives of up to **\$3,500** are available to reduce the cost of training for new full-time employees.

2. Access to financial incentives from the WA State Government

State government incentives also exist in WA through the Employer Incentive Scheme and can be up to an additional **\$2,125** for a typical 12 month new worker traineeship at Certificate IV level.

NOTE: Conditions do apply concerning employer incentives so please contact your local Apprenticeship office to access further up to date information.

For more information on human resource traineeships please contact Betterlink Group to discuss your requirements.

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