

Dual Qualification Options

Ask us today!

SLAM



Supporting Locals & Migrants



NATIONALLY RECOGNISED TRAINING

SETsolutions
Staff • Employment • Training

Business Course (Human Resources)

Open up your job opportunities by adding Human Resources to your standard business course! This course gives you all the skills of a Certificate IV in Business, but with the added bonus of being a Human Resources qualification. It's a great way to gain a high level understanding of Human Resources business functions, improve your people management skills and gives you a good awareness of work health and safety. Government funding is also available to subsidise course fees for eligible students - please call us for a free assessment. In just 4 weeks you can complete a nationally recognised qualification and increase your professional opportunities; why wait? Get started today!

How can I get qualified?

Certificate IV in Human Resources (BSB41013)

Suitability	Suitable for those looking to up-date, improve or qualify existing office skills and gain a Human Resources understanding; or who have completed a related Certificate III qualification.
Eligibility	Pre-course career meeting required.
Start Date	Courses are run on a regular basis; contact your consultant for the next available course date.
Day Courses	Full-time; 9am - 5pm (4 weeks).
Evening Courses	Part-time; 6pm - 9.30pm (10 weeks).
Delivery	Interactive classroom learning. Some homework required.
Where	Brooklyn (Western Suburbs) or Dandenong (South-East Suburbs).
Course Units	Units will give a well-rounded learning experience, suited to a wide variety of contexts. Full unit listing available online or in-office.
Tuition Fee	Tuition fees apply, please refer to www.setsolutions.com.au

- ✓ Add HR to your business course
Course covers all standard business units
- \$ Access funding to study!
Subject to Government eligibility criteria
- 🕒 Got a day job?
Night courses available
- 🔍 Find jobs online with SET job board
www.jobs.setsolutions.com.au
- ❤️ People love our training
Testimonials online at setsolutions.com.au

Career Opportunities

- | | |
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| <p>IV Certificate IV Positions:</p> <ul style="list-style-type: none"> • Human Resources Assistant • HR Coordinator • HR Administration Officer/Clerk • Payroll Officer • Recruitment Officer | <p>Career Development</p> <p>Completing a Certificate IV shows employers your dedication and expertise in the office professional space. This qualification also lays the ground work for future high level training such as a Diploma.</p> |
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Get in touch

INDEPENDENT COURSE CONSULTANT

CONTACT NUMBER



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