

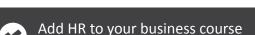
## **Business Course** (Human Resources)

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 subsidies 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!



## **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).
<b>Evening Courses</b>	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.
<b>Tuition Fee</b>	Tuition fees apply, please refer to www.setsolutions.com.au



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

**Certificate IV Positions:** 



Career **Development** 

- HR Coordinator
- HR Administration Officer/Clerk
- Payroll Officer
- Recruitment Officer

Completing a Certificate IV shows employers you dedication and expertise in the office professional space.

Get in touch	
INDEPENDENT COURSE CONSULTANT	
CONTACT NUMBER	
www.setsolutions.com.au	

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