

SEMESTER ONE (201910) BSB41015 C4-BC42 Certificate IV in Human Resources

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
12.00-2.00 BSBHRM404 Review HR Functions Elena CRN 22971 Room B117	12.00-2.00 BSBHRM405 Support the recruitment, selection and induction of staff Elena CRN 22972 Room B107		12.00-2.00 TERM 1 BSBINN301 Promote Innovation in a Team Environment John CRN 23507 Room B101
2.30-4.30 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements Nina CRN 22974 Room B107	2.30-4.30 TERM 1 BSBLDR403 Lead Team Effectiveness John CRN 23489 Room B107 TERM 2 BSBLDR404 Lead a Diverse Workforce John CRN 23492 Room B107	2.30-4.30 BSBFIA402 Report on Financial Activity Renee CRN 23321 Room B107 also available Tuesday 5.00-6.45 CRN23323 Room B107	2.30-4.30 10 WEEKS BSBWRT401 Write complex documents Jacqueline CRN 23299 Room B101 7 WEEKS BSBCMM401 Make a Presentation Jacqueline CRN 23301 Room B101
5.00-6.45 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements Jess CRN 23337 Room B107	5.00-6.45 TERM 1 BSBWRK411 Support employee and industrial workplace procedures Elena CRN 23495 Room B107 TERM 2 BSBHRM403 Support performance-management processes Elena CRN 23503 Room B107	5.00-6.45 10 WEEKS BSBWRT401 Write complex documents Fiona CRN 22975 Room B111 7 WEEKS BSBCMM401 Make a Presentation Fiona CRN 22976 Room B117	5.00-8.00 3 HOURS TERM 1 BSBLDR401 Communicate Effectively as a Workplace Leader Elena CRN 23508 Room B117 TERM 2 BSBLDR402 Lead effective workplace relationships Elena CRN 23510 Room B117
	6.45-8.30 BSBHRM405 Support the recruitment, selection and induction of staff Jess CRN 23309 Room B107		

201910 Certificate IV in Human Resources TIMETABLE

Semester 201910: Monday 11 February to Friday 21 June 2019 (17 weeks consisting of two terms)

- **Term 1 (9 weeks)** – Monday 11 February to Friday 12 April 2019
- **Term 2 (8 weeks)**– Monday 29 April to Friday 21 June 2019
- **Term break (holiday)** – Monday 15 April to Friday 26 April 2019

PLEASE NOTE: *If a subject is offered in more than one timeslot you need only enrol in one. Students will need to bring their own electronic device or lap top to all classes.*

SUBJECT	SEMESTER ONE 2019	SEMESTER TWO 2019 (Proposed offering)
Complete all SEVEN subjects		
BSBHRM403 Support performance management processes MGNT631 (term 2 only)	Evening	Day
BSBHRM404 Review HR functions MGNT730	Day	Evening
BSBHRM405 Support the recruitment, selection and induction of staff MGNT755	Day and Evening	Day and Evening
BSBWRK411 Support employee and industrial workplace relationships MGNT754 (term 1 only)	Evening	Day
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements OHSS206	Day and Evening	Day and Evening
BSBLDR402 Lead effective workplace relationships COMM366 (term 2 only)	Evening	Day
BSBWRT401 Write complex documents COMM344(10 weeks only)	Day and Evening	Day and Evening
Complete THREE subjects from the following		
BSBCMM401 Make a presentation MKTG156 (7 weeks only)	Day and Evening	Day and Evening
BSBLDR403 Lead team effectiveness MGNT388 (term 1 only)	Day	Evening
BSBFIA402 Report on financial activity MGNT381	Day and Evening	Day
BSBINN301 Promote innovation in a team environment INNO112		
BSBLDR401 Communicate effectively as a workplace leader COMM492 term 1	Evening	Day
BSBLDR404 Lead a diverse workforce MGNT769	Day	Evening