

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

This qualification is nationally accredited to the Fiji Qualifications Framework (FQF) by the Fiji Higher Education Commission (FHEC), and is also registered on the Pacific Register of Qualifications and Standards (PRQS).

DESCRIPTION

This qualification is designed for individuals who work in a range of support positions in human resources management. In the workplace they may work across all human resources functional areas and in larger companies they may be assigned responsibilities in units or business areas focused on discrete human resources functions such as remuneration, workforce planning or human resources information systems.

CAREER OPPORTUNITIES

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include but not limited to:

- Human Resources Assistant
- Human Resources Coordinator
- Human Resources Administrator
- Human Resources Officer
- Payroll Officer

LENGTH OF PROGRAMME

Full Time	1 year
Part Time	1 and half years

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted to this programme, a person shall have:

- (i) Pass in Senate recognised Form 6/Year 12 or equivalent with English; or
- (ii) Two years relevant work experience for students who do not meet criteria (i).

COURSE INFORMATION

This programme has a total of six (6) courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CEH41	Human Resources (HR) Functions	1 & 2	Blended	All Campuses	\$455
CEH42	Basics of Industrial Relations	1 & 2	Blended	All Campuses	\$455
CEH43	Support Performance Management Process	1	Blended	All Campuses	\$455
CEH44	Health and Safety Requirements	1	Blended	All Campuses	\$455
CEH45	Institutional Research on Human Resource	2	Blended	All Campuses	\$455

CEH46	Team Building	2	Blended	All Campuses	\$455
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ASSESSMENT

Assessment varies with each course which may include observations, questions and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credits if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one-off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals; these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, Counselling Programmes, ITS Labs, email access, online learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USP'S OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

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Website: www.usp.ac.fj/pacifictafe