

BSB42015

Certificate IV in Leadership and Management



This mid-level qualification is suited for those who wish to develop their career in leadership and management and to learn the practical skills and knowledge in this area.

Employment Opportunities

The completion of this qualification could lead to employment as a:

- Coordinator
- Supervisor
- Leading hand
- Team leader

How is this course delivered?

Our courses are delivered through a range of flexible arrangements including on-the-job training, online learning and self-directed learning. We also offer Recognition of Prior Learning (RPL).

Jobs and Skills WA funded training (WA only)

Jobs and Skills WA is a WA Government program focused on providing training for skills areas and to help create new jobs for Western Australians. Australian College of Training is able to access funded training for eligible persons.

To find out if you are eligible contact us now on (08) 9472 6111.

Why study with Australian College of Training?

- We offer training across 8 different industry areas which allows us to customise training to suit a variety of job roles and employment situations.
- We have flexible training and study options to suit individual learner and employer needs.
- High quality, industry-experienced trainers and support staff are here to support training in all study modes.

Duration

6-24 Months

Traineeship

No

Apprenticeship

No

Cost (approx.)

Fee for Service - \$3980.00

Traineeship – N/A

Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student services and resource fees

Other Business Qualifications

BSB41419 Certificate IV in Work Health & Safety

BSB51918 Diploma of Leadership & Management

Talk to our training specialists today or visit auscollege.edu.au

ABN 48 106 641 767



Qualification Outline

This qualification covers the skills and knowledge of a broad range of competencies for emerging leaders and managers, with some leadership, guidance and supervisory responsibilities.

To achieve a Certificate IV in Leadership and Management (BSB42015), a total of **twelve (12) units** of competency must be completed, including:

- **Four (4) core units**
- **Eight (8) elective units**

Unit Code	Core Units
BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan

Elective Units

- Four (4) Elective Units must be chosen from Group A.
- Up to four (4) additional units may be from Group A or up to four (4) units may be from Group B.
- One (1) elective unit may be selected from a Certificate IV or Diploma qualification.
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Unit Code	Elective Units
Group A	
BSBFIA402	Report on financial activity
BSBINN301	Promote innovation in a team environment
BSBLDR404	Lead a diverse workforce
BSBMGT403	Implement continuous improvement
BSBREL402	Build client relationships & business networks
BSBRISK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities
Group B	
BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBINM401	Implement workplace information system
BSBLED401	Develop teams and individuals
BSBMGT401	Show leadership in the workplace
BSBMKG413	Promote products and services
BSBPMG522	Undertake project work
BSBRES401	Analyse and present research information
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWRT401	Write complex documents