

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT BSB42015



Overview

This program is aimed at upcoming managers or team leaders wishing to develop the essential management skills to succeed in their position. The course is highly recommended for individuals wishing to gain leadership and management skills in their pursuit of management goals.

Entry Requirements

There are no formal entry requirements. Students should have good written and verbal communication skills.

Students are required to have access to a workplace and/or team environment, ideally to apply the leadership and management principles; this may include a previous workplace

There are two main pathways into this qualification

- . Relevant qualification
Ideally participants should hold a Certificate III.
- . Workplace experience
Many students enter this qualification without holding a Certificate III or other relevant qualifications. As the programs are designed based upon the work environment, experience within that environment is an acceptable point of entry. In regards to the Certificate IV in Leadership and Management, this may include but not limited to experience in a supervisory roles, customer service roles, and office administration.

Assessments

Post course assessments are required to be completed after the attendance of the face to face workshop. There is no formal exam required for this qualification. Assessments are a mixture of theory and practical based activities.

Student Support

All of our students are assigned to a staff member for ongoing support via phone, email or as available, face to face meetings as required. We encourage students to contact our staff to get the most out of their studies.

Benefits

Upon successful completion of 12 chosen units, participants will be awarded the nationally recognised Certificate IV in Leadership and Management. The Certificate IV is highly regarded as the industry standard in the recognition of excellence in supervision of service delivery and as such is the basis for management programs within many organisations.

Participants will undertake learnings to sharpen their skills as well as the opportunity to apply business skills and concepts to work-based situations. This will provide participants with the skills they need to work effectively within the business environment as well as the confidence to apply them in a practical setting.

Time Investment

The amount of effort and time required for this qualification is based upon your existing skills and experience. It is suggested that the course take approximately 400 hours of learning. However we find that due to the experience of our learners and the methods by which our programs are structured this is rarely the case.

Delivery Methods

There are three delivery methods and can be blended

- . Face to face workshop
Scheduled throughout the year for the general public to attend. Customised in-house corporate courses are also available.
- . Online Studies
Students can commence at anytime and have up to 12 months to complete their assessments.
- . Recognised Prior Learning
Students can use their previous work experience and qualifications to gain the qualification.

Pathways

There are many options for our students to continue their studies and develop their skills.

- . Diploma of Leadership and Management BSB51915



Recommended Units

BSBLDR401 Communicate effectively as a workplace leader
This unit describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up.

BSBLDR402 Lead effective workplace relationships
This unit defines skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

BSBLDR403 Lead team effectiveness
This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion.

BSBMGT402 Implement operational plan
This unit describes the skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required.

BSBMGT403 Implement continuous improvement
This unit describes the skills and knowledge required to implement the organisation's continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

BSBWOR404 Develop work priorities
This unit describes the skills and knowledge required to monitor and obtain feedback on own work performance and access learning opportunities for professional development.

This unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.

BSBRISK401 Identify risk and apply risk management processes
This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

BSBCMM401 Make a presentation
This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

BSBMGT401 Show leadership in the workplace
This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

BSBPMG522 Undertake project work
This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

BSBLED401 Develop teams and individuals
This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

“ This was a great experience!
I will definitely be referring
people to you in the future.