



BSB42015 Certificate IV in Leadership & Management

Course Description

This qualification, as described in the Business Services Training package focuses on the skills and knowledge required for an individual in their role working as developing leaders and managers in a range of enterprise and industry. As well as assuming responsibility for their own performance, individuals at this level Provide leadership guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: 859 High Street, Thornbury, VIC 3071. Level 9, 190 Queen Street, Melbourne VIC 3000 (location is subject to change at the time of enrolment)

Duration: 30 weeks including holidays

Tuition weeks: 26 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 3 III & IV 4 DIP ADV DIP

Third Party arrangement: NIL

Work based Training / Workplacement: NIL

Possible Pathways for further study:

Diploma courses in the Business Services training package

Possible Occupational Outcomes:

- Coordinator
- Leading hand
- Supervisor
- Team leader

NATIONAL CODE: BSB42015

Course Duration: 30 Weeks

	Skills First Funding	Full Fee for Service
Tuition Fee	\$3,380	\$4,000
Govt. Contribution	\$3,380	\$0
Administration Fee	\$0	\$250
Materials Fee	\$300	\$300

Core units

- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan

Elective units

- BSBFIA412 Report on financial activity
- BSBMKG413 Promote products and services
- BSBMGT401 Show leadership in the workplace
- BSBWOR404 Develop work priorities
- BSBMGT403 Implement continuous improvement
- BSBCUS402 Address customer needs
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- SITEEVT005 Plan in house events or functions

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

The training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to apply to access government subsidised training. Individuals must meet the eligibility criteria to access government funding.

Government funded concessions applies to Skills First Funding Tuition Fee only

All equipment & resources are at student's expense

Quality Indicator Surveys

During studies, students may receive surveys. This helps towards continuously improving our training services and our quality to the regulators. For students who enrol under the Skills First Program, please be advised that you may receive an invitation to participate in an NCVER survey, the Department's Annual Student Outcome Survey. Department endorsed project and or being contacted by the Department or persons authorised by the Department for audit or review purposes.