

BSB42015 Certificate IV in Leadership and Management

Course Overview:

The Certificate IV in Leadership and Management reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have responsibility for organizing and monitoring the output of their team.

Face-to-Face Schedule:

- 12 x 1 day workshops scheduled approximately fortnightly apart.
- The face-to-face program runs over 6-7 months.
- Homework, reading and assessment tasks including work based activities are required.
- For scheduled course dates please contact Alana Kaye on 1300 25 26 25 or email training@alanakaye.edu.au

Relevant Job Roles:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Once these have been determined students will sign a My Qualification Plan.

Entry Requirements:

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements. Students must be willing to participate in work based assessment.

Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer, internet and skype.

Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

Investment:

Enrolment Fee	\$300.00
Face-to Face Delivery	\$3,000.00
Distance Learning	\$2,600.00
Recognition of Prior Learning	\$2,200.00

Students are responsible for the purchase of text book/s relevant to this qualification. Payment plans available.

Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

Government Funded Courses:

This course is currently subsidised by the Northern Territory Department of Trade, Business and Innovation for residents of the Northern Territory. Information on this funding can be accessed at <https://nt.gov.au/learning/adult-education-and-training/northern-territory-training-entitlement>

All students must pay the enrolment fee of \$300.00

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Pathways:

Students may enter directly into the Certificate IV in Leadership and Management. Graduates may choose to study a Diploma of Leadership and Management.

Course Outline:

This qualification comprises of 12 units of competency (subjects).

Units of competency can either be:

- Core units – units you must complete as part of the qualification and
- Elective units – elective units are the units that you choose to be most suitable for your learning needs.

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

The BSB42015 Certificate IV in Leadership and Management has 4 core units plus 8 elective units of which:

- 4 elective units must be selected from the Group A units listed below
- 4 elective units may be additional units from Group A or Group B
- if not listed below, 1 elective unit may be selected from any currently endorsed Training Package or accredited course at Certificate IV level or above.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Code	Core Units	Face-to-face	RPL	Distance
BSBLDR401	Communicate effectively as a workplace leader	✓	✓	✓
BSBLDR402	Lead effective workplace relationships	✓	✓	✓
BSBLDR403	Lead team effectiveness	✓	✓	✓
BSBMGT402	Implement operational plan	✓	✓	✓

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Unit Code	Group A Elective Units	Face-to-face	RPL	Distance
BSBLDR404	Lead a diverse workforce	✓	✓	✓
BSBMGT403	Implement continuous improvement	✓	✓	✓
BSBREL402	Build client relationships and business networks	✓	✓	✓
BSBRSK401	Identify risk and apply risk management processes	✓	✓	✓
BSBINN301	Promote innovation in a team environment		✓	✓
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	✓	✓	✓
BSBWOR404	Develop work priorities		✓	✓

Unit Code	Group B Elective Units	Face-to-face	RPL	Distance
BSBCMM401	Make a presentation	✓	✓	✓
BSBLED401	Develop teams and individuals		✓	✓
BSBPMG522	Undertake project work		✓	✓
BSBCUS401	Coordinate implementation of customer service strategies		✓	✓
BSBCUS402	Address customer needs	✓	✓	✓
BSBCUS403	Implement customer service standards		✓	✓
BSBMGT401	Show leadership in the workplace	✓	✓	✓

Enrol now

Click on the enquire now button on our website to download an enrolment form. Please contact our office for further information about this course.