

## 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 organising and monitoring the output of their team.

### Relevant Job Roles:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

### Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Timeframes will be negotiated with the trainer but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist through the learning program.

### Face-to-Face Schedule:

- 12 x 1 day workshops scheduled approximately one month apart
- The face-to-face program runs over 12 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

### 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.

### 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	\$400.00
Course Fee.	\$3,500.00
Recognition of Prior Learning	\$180.00 per unit

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

#### Inclusions:

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

### Payment Plans:

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

#### Up-front Payment:

Available for each of our courses, up-front payment includes all course costs, which are paid in full at the time of enrolment. You can pay via VISA, MasterCard or bank deposit.

#### Instalment Plan:

Your total course costs are calculated and split across a regular number of payments. This requires an initial deposit (Enrolment Fee) and the cost for the first unit to be paid up front. Students are then required to pay for the next required unit before commencement. The Qualification will not be awarded until all payments are received.

## BSB42015 Certificate IV in Leadership and Management

### 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 and
- If not listed below, 1 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	✓	✓	✓

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	✓	✓	✓
BSBRISK401	Identify risk and apply risk management processes	✓	✓	✓
BSBCMM401	Make a presentation	✓	✓	✓
BSBLED401	Develop teams and individuals	✓	✓	✓
BSBCUS402	Address customer needs	✓	✓	✓
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.