

Certificate IV in

Leadership and Management BSB42015

Formalise your Leadership and Management skills in the VET Sector

Summary

What is a Certificate IV in Leadership and Management all about?

This qualification 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 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.

Outcome

Upon successful completion of this course, participants will obtain a nationally recognised qualification:

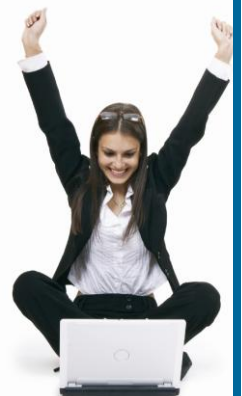
Certificate IV in Leadership and Management BSB42015

Job Roles

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

Government Incentives

Mantra Training & Development are an approved provider of Traineeships in the ACT. This is great news for employers may be eligible for incentives that can subsidise the cost of completing the: **Certificate IV in Leadership and Management**



Prerequisite/Entry Requirements

There are no prerequisite/Entry requirements for individual units of competency.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

BSB30115 Certificate III in Business or other relevant qualifications

OR

with vocational experience in a supervisory role but no formal qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Accounts Clerk
- Customer Service Advisor
- Import/Export Clerk
- Office Administrator
- Student Services Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

- the BSB51915 Diploma of Leadership and Management.

Units of Competency

Total number of units = 12

4 core units plus

8 elective units , of which:

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

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.

Core Units

BSBLDR401 Communicate effectively as a workplace leader

BSBLDR402 Lead effective workplace relationships

BSBLDR403 Lead team effectiveness

BSBMGT402 Implement operational plan

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 and 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

TAEDEL404A Mentor in the workplace

Group B

BSBADM409 Coordinate business resources

BSBCMM401 Make a presentation

BSBCOM406 Conduct work within a compliance framework

BSBCRT401 Articulate, present and debate ideas

BSBCUS401 Coordinate implementation of customer service strategies

BSBCUS402 Address customer needs

BSBCUS403 Implement customer service standards

BSBINM401 Implement workplace information system

BSBINT401 Research international business opportunities

BSBIPR401 Use and respect copyright

BSBIPR403 Protect and use brands and business identity

BSBLED401 Develop teams and individuals

BSBMGT401 Show leadership in the workplace

BSBMGT404 Lead and facilitate off-site staff

BSBMGT407 Apply digital solutions to work processes
BSBMKG413 Promote products and services
BSBPMG522 Undertake project work
BSBRES401 Analyse and present research information
BSBSUS301 Implement and monitor environmentally sustainable work practices
BSBWRT401 Write complex documents

Course Costs

\$2850.00 (GST Free)

All reading material and workbooks are included in the cost of this course,

Many lunch venues to choose from.

Free parking



NOTE: The cost of this course is classroom based delivery

Traineeship Fees

For Traineeship costs please contact our office as this will depend on Eligibility of funding and Employer incentives.

In some cases where you are eligible for User choice funding the costs can be as little as \$1550.00.

How to Enroll

Where: Shop 5, 2 O'Hanlon Place
Federation Square
Nicholls ACT 2913

Phone: (02) 6230 9439 Fax: (02) 6230 9436

Email: bookings@mantratrainiq.com.au

Web: www.mantratrainiq.com.au