



# BSB42015 Certificate IV in Leadership and Management

National ID: BSB42015 | State ID: AVR3

## About this course

### Make being a leader your career

The Certificate IV in Leadership and Management will give you with the skills needed to **lead and manage a small workforce** and promote innovation in a team environment. This course focuses on teamwork and **planning** and prepares you for management roles in various industries.

To further your career options, you might consider applying for the Diploma of Leadership and Management.

Keen to get started on your Management studies? **You can start your studies online.**

**Please note part-time study classes are run during the day only.**

### Gain these skills

- Implement operational plans
- Promote team building and effectiveness
- Write complex documents
- Establish effective workplace relationships
- Monitor a safe workplace

### Is this course right for me?

I have the following attributes:

- A desire to develop leadership and motivational skills
- Would like to extend communication skills
- Keen to develop time management, planning, problem solving and decision making skills

## Overview

### Continuous enrolment, 2019

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#### Perth (Northbridge) - Traineeship or Work-based



Duration: **1 Semester/s**



When: **Continuous enrolment**



How: **W**

## Units

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### Core

Unit Title	National ID
Communicate effectively as a workplace leader	BSBLDR401
Lead effective workplace relationships	BSBLDR402
Lead team effectiveness	BSBLDR403
Implement operational plan	BSBMGT402

### Elective

Unit Title	National ID
Coordinate business resources	BSBADM409
Make a presentation	BSBCMM401
Conduct work within a compliance framework	BSBCOM406
Articulate, present and debate ideas	BSBCRT401
Coordinate implementation of customer service strategies	BSBCUS401
Address customer needs	BSBCUS402
Implement customer service standards	BSBCUS403
Implement workplace information system	BSBINM401

Unit Title	National ID
Promote innovation in a team environment	BSBINN301
Research international business opportunities	BSBINT401
Use and respect copyright	BSBIPR401
Protect and use brands and business identity	BSBIPR403
Lead a diverse workforce	BSBLDR404
Develop teams and individuals	BSBLE401
Show leadership in the workplace	BSBMGT401
Implement continuous improvement	BSBMGT403
Lead and facilitate off-site staff	BSBMGT404
Apply digital solutions to work processes	BSBMGT407
Promote products and services	BSBMKG413
Undertake project work	BSBPMG522
Build client relationships and business networks	BSBREL402
Identify risk and apply risk management processes	BSBRSK401
Implement and monitor environmentally sustainable work practices	BSBSUS401
Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401
Develop work priorities	BSBWOR404
Write complex documents	BSBWRT401
Mentor in the workplace	TAEDEL404
Develop and use emotional intelligence	BSBLDR501

## Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

## Job opportunities

- Administrative Supervisor
- Supervisor
- Team Leader
- Line Manager
- Coordinator (Business Operations)
- Production Supervisor
- Leading Hand

For information about jobs and pathways, please see [joboutlook.gov.au](http://joboutlook.gov.au)

*Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.*

## Fees and charges

View our [Indicative Fees list](#)

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

### International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**