



Certificate IV in Leadership and Management

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

Details

Semester 1, 2020

Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

Units

Core

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

Elective

National ID	Unit Title
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBLDR404	Lead a diverse workforce
BSBMKG413	Promote products and services
BSBRSK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities
BSBWRT401	Write complex documents

Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLN; 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

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.

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