BSB42015 Certificate IV in Leadership and Management
*Smart and Skilled Funding Available

**COURSE OVERVIEW**

- This qualification is for emerging leaders who are beginning to manage staff in a wide range of industries and 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.

- The course covers important topic areas including communications skills and teamwork, legislation and compliance, risk management, WHS, leadership and management techniques and practices, innovation and continuous improvement and customer and client relations and strategies.

- The course is ideal if you are a developing or existing manager or leader and wish to formalise your skills. The course will also suit those who wish to seek promotion into positions of responsibility that require the ability to guide, mentor and manage staff who report directly to them.

**COURSE ENTRY REQUIREMENTS**

- There are no formal entry requirements or preferred pathways into this qualification. Additionally, there are no licensing or certification requirements from State or Federal licensing authorities.

- Prospective learners who have completed previous study in a business, management or leadership discipline, will be well suited to studying in this program.

- Students will need to pass a Language, Literacy and Numeracy test, be able to conduct research online and must have access to the internet at home or be able to access the internet away from class.

**DURATION & STRUCTURE**

- The course structure allows you up to 12 months to complete the program during which time you will study using a combination of face to face in a classroom, combined with homework (distance) away from class.

- You will complete 680 hours of study, including 3 days a week for 9 weeks in the classroom environment. Away from class you will work in your own time conducting research and completing activities and assessment.

- All learning and assessment materials required to work away from class are provided online through our student portal linked to our website. In addition, you will receive materials in hard copy to work on in the classroom.

- Assessments are a combination of written work, oral questioning, group based observational activities and role play.

**POTENTIAL CAREERS**

Potential job roles on completion of this program include:
- Team Leader
- Team Manager
- Supervisor
- Leading Hands
This qualification consists of 4 core units and 8 elective units.

**Core Units:**
1. BSLDR401 Communicate effectively as a workplace leader
2. BSLDR402 Lead effective workplace relationships
3. BSLDR403 Lead team effectiveness
4. BSBMGT402 Implement operational plan

**Elective Units:**
5. BSBINN301 Promote innovation in a team environment
6. BSBMGT403 Implement continuous improvement
7. BSBRSK401 Identify risk and apply risk management processes
8. BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
9. BSBADM409 Coordinate business resources
10. BSBCHM401 Make a presentation
11. BSBCUS401 Coordinate implementation of customer service strategies
12. BSBLED401 Develop teams and individuals

* This training is subsidised by the NSW Government

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**COURSE FEES**

- This course attracts Smart and Skilled training subsidies from the NSW Government. Enquire if you are eligible for a subsidy, concession, exemption or a Fee Free Scholarship. We will advise of your eligibility and any student fee which may be payable under the program.
- Payment plan and installment options are available for full fee paying students.
- All learning materials included, no additional costs.
- Visit our website for detailed information or at our campuses.

**Enrolment can take place at either of our campuses or online:**

- GRANVILLE
  Suite 27A South Street, Granville NSW 2142 (Above Commonwealth Bank)
- LIVERPOOL
  Suite 4/259 Northumberland Street Liverpool NSW 2170

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**CONTACT US**

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