



# BUSINESS

## BSB42015 - Certificate IV in Leadership and Management

### COURSE SUMMARY

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.

### CAREER OUTCOMES

Coordinator  
Leading Hand  
Supervisor  
Team Leader

### DURATION (GUIDE ONLY)

Class/Workplace Delivery  
Part time: 12 months / Full time: NA  
Traineeship/Apprenticeship  
Part time: 24 months / Full time: 18 months

### DELIVERY METHOD

Workplace / Flexible Delivery

### ENTRY REQUIREMENTS

There are no prerequisites for this qualification.

*This training is delivered with Victorian and Commonwealth funding. Individuals with a range of abilities and backgrounds are encouraged to apply.*



skillinvest.com.au | 1300 135 008 | info@skillinvest.com.au

### HOW TO APPLY

Online at: [www.skillinvest.com.au](http://www.skillinvest.com.au)  
By Phone: Skillinvest Metro 1300 135 008  
Skillinvest Regional 1300 308 620

### FEES AND CHARGES

Refer to the Fees & Charges link on the Skillinvest website ([www.skillinvest.com.au](http://www.skillinvest.com.au))

### QUALIFICATION REQUIREMENTS

To meet the packaging rules and attain the qualification, a total of 12 units must be completed, when selecting units:

- 4 core unit
- 8 elective units





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### CORE UNITS

- BSBLDR401 Communicate Effectively as a Workplace Leader
- BSBLDR402 Lead Effective Workplace Relationships
- BSBLDR403 Lead Team Effectiveness
- BSBMGT402 Implement Operational Plan

### ELECTIVE UNITS

- BSBMGT403 Implement Continuous Improvement
- BSBREL402 Build Client Relationships and Business Networks
- BSBRSK401 Identify Risk and Apply Risk Management Processes
- BSBWHS401 Implement and Monitor WHS Policies, Procedures and Programs to meet Legislative Requirements
- BSBCUS401 Coordinate Implementation of Customer Service Strategies
- BSBLED401 Develop Teams and Individuals
- BSBMGT401 Show Leadership in the Workplace
- BSBSUS401 Implement and Monitor Environmentally Sustainable Work Practices

\*\* Unit selection should be discussed with your training provider to successfully customise a package to meet industry needs

