



Certificate IV in Leadership and Management

OVERVIEW

This qualification is ideal for you if you operate in the first line of management, in a wide range of organisational and industry contexts. You may be currently working in a leadership position or be an aspiring leader. At this level, as a frontline manager you provide leadership and guidance to others and take responsibility for the effective functioning and performance of the work team and its work outcomes.

LEARNING OUTCOMES

- Promote innovation in a team environment
- Develop work priorities
- Coordinate implementation of customer service strategies
- Show leadership and provide personal leadership in the workplace
- Establish effective workplace relationships
- Promote team effectiveness and implement operational plans
- Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- Analyse consumer behaviour for specific markets

COMPULSORY UNITS

BSBLDR401 Communicate effectively as a workplace leader

BSBLDR403 Lead team effectiveness

BSBLDR402 Lead effective workplace relationships

BSBMGT402 Implement operational plan

BSBINN301 Promote innovation in a team environment

BSBMGT403 Implement continuous improvement

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBWOR404 Develop work priorities

BSBCMM401 Make a presentation

BSBMGT401 Show leadership in the workplace

BSBPMG522 Undertake project work

BSBMGT516 Facilitate continuous improvement

SELECTABLE UNITS

Additional selectable units may apply.

ASSESSMENT

The assessments will enable students to demonstrate the underpinning knowledge, skills and attributes required to meet the course outcomes. All assessments are to be submitted electronically unless otherwise stated by your educator. Assessments may include written reports, research projects, and presentations.

CERTIFICATION

By successfully completing this course you will receive a nationally recognised AQF qualification.

CAREERS

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

DELIVERY METHODS

- Blended – Teaching and assessment will be conducted on-campus and online.

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

Blended Learning: 12 Months. Classroom-based: 6 months

DELIVERY SCHEDULE

- Blended learning (12 months): regular workshops. Will suit you if you are currently working in the industry.
- Classroom-based (6 months): 2 days each week. Will suit you if you are an aspiring leader with little or no experience in the industry.

REQUIREMENTS

There are no entry requirements for this qualification.

FEES

Government Funded \$2,200.00 (Tuition \$2,200.00, Materials \$0.00)

Concession \$440.00 (Tuition \$440.00, Materials \$0.00)

Fee For Service \$3,300.00 (Tuition \$3,300.00, Materials \$0.00)

FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future. For more information see 'Fee information and eligibility' under the 'Apply Now' tab on the Wodonga TAFE website.

HOW TO APPLY

Apply via the 'Apply online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly customer service team on 1300 69 8233 or email info@wodongatafe.edu.au

AQF CODE BSB42015

COURSE CODE BSB42015

COURSE TYPE Qualification

PATHWAYS

This qualification may lead to further studies in the same, or related, industry including:

- Diploma of Management
- Diploma of Human Resources
- Diploma of Project Management

WHEN YOU CAN ENROL

You can enrol in this course anytime throughout the year - apply now!