



BSB42015 Certificate IV in Leadership and Management

Course Information

This course is a Nationally Recognised qualification from the BSB Business Services Training Package and reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

Prerequisites

- There are no prerequisite qualifications for this course.
- Potential students should have good basic literacy and numeracy skills.
- Students should be comfortable with basic computer use.
- Some exposure to a supervisory role in a business.

Course delivery

- This course is offered several times each year, numbers permitting.
- This course is delivered over 6 months, 1 day per week for 20 weeks (you are not required to attend class during term breaks).
- You will be required to complete home study of about 15 hours per week, this will include completing some assessment tasks.
- Some previous or current paid or voluntary work experience will be required for this course. Work placement of 140 hours will be negotiated for those without sufficient business experience.
- You will be provided with detailed learning and assessment material for each unit.

Paying for this course

- You may be eligible for a subsidy if you receive a benefit or meet other criteria. Otherwise the full fee for this course is \$1850. Individualised payment plans can be applied. Please contact us to discuss this further.

- This course is approved by
and other supplementary



Centrelink as a full time course
assistance may be available in

accordance with your individual circumstances. Please enquire further with Centrelink.

Recognition of Prior Learning (RPL)

Students who have workplace experience in a supervisory role or team environment may be able to have those skills recognised by RPL for all or part of the qualification. You will need to discuss your request for RPL with the course trainer.

If you wish to claim Recognition of Prior Learning or Credit Transfer you may complete the course in a shorter timeframe.

Course packaging rules

This course requires the completion of 12 units, 4 of which are core units and 8 electives. The College confers with industry in selecting the elective units offered. If students seek electives outside the electives offered below then that request needs to be negotiated with the College.

Code	Title	Core / Elective
BSBLDR401	Communicate effectively as a workplace leader	C
BSBLDR402	Lead effective workplace relationships	C
BSBLDR403	Lead team effectiveness	C
BSBMGT402	Implement operational plan	C
BSBCUS402	Address customer needs	E
BSBFIA402	Report on financial activity	E
BSBREL402	Build client relationships and business networks	E
BSBMKG413	Promote products and services	E
BSBPMG522	Undertake project work	E
BSBWRT401	Write complex documents	E
BSBRSK401	Identify risk and apply risk management processes	E
BSBLDR404	Lead a diverse workforce	E

Assessment

- There are no formal exams. A computer-based summative quiz will be conducted at the end of the course.

- Your competency (knowledge and skills) is assessed through
 - Completion of set assignments
 - Practical demonstration of skills
- You are required to attend at least 80% of classes to be considered for assessment. (please refer to your MCC student handbook) *Circumstances which arise to prevent 80% attendance can be discussed with the Manager and your trainer.*
- You are required to submit assessment tasks on time as instructed by the tutor.
- You are also required to be on time to class and be prepared for the units being discussed.

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the training and assessment that are required for competent performance.

- Analyse and evaluate textual information from a range of sources to inform communication processes
- Plan and prepare workplace documentation for relevant stakeholders according to organisational formats
- Participate in a variety of spoken exchanges with a range of audiences using structure and language to suit the audience
- Adhere to organisational policies and procedures relevant to own role
- Cooperate, collaborate and consult with others to clarify and confirm understanding and seek feedback
- Select and use appropriate communication conventions and practices to build rapport, seek or present information
- Plan and implement activities and processes to identify and establish communication and record keeping requirements
- Use analytical processes to identify potential problems and generate solutions

Systematically gathers and analyses all relevant information and evaluates options in order to make decisions about communication processes

Pathways

Students who complete this qualification may undertake BSB51915 Diploma of Leadership and Management.

Student Support

Under Student Support provisions you may approach the trainer at any time for additional support or discussion, and programmed support may be offered in groups or individually. We also offer a variety of support for people with specialised learning needs. Please let us know if you have any Language Literacy and Numeracy or other needs and we can discuss arrangements to provide you with support in your studies.

Commences: Refer to Brochure

Duration: 20 weeks over 6 months

Trainer: Jim Nicholls.

Course Coordinator: Josh Livermore

If you have any further questions, please do not hesitate to contact the College on (02) 6672 6005

or email reception.mcc@bigpond.com

This training is subsidized by the NSW State Government

<https://smartandskilled.nsw.gov.au/>

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