



BSB42015
CERTIFICATE IV IN LEADERSHIP
AND MANAGEMENT



**NATIONALLY RECOGNISED
TRAINING**

RTO 30003



BSB42015

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

Emerging leaders, supervisors and managers require guidance, skills and knowledge to be the best in their role.

Certificate IV in Leadership and Management develops such proficiency and knowledge for the aspiring leader and manager.

On completion of this qualification, you will have skills in operational planning, risk management and providing guidance and leadership to others. You will have some responsibility for organising and monitoring the output of your team.

PRE-REQUISITES

- Have a minimum of twelve months' full-time employment, working within the administration or Human Resource related area or another area of a Council where your responsibilities relate to leadership and management

OR

- Have 12 months' experience in a similar related position in the private or government sector.

HOW IS THE LEARNING CONDUCTED?

- The learning is a combination of 'on and off the job' delivery and assessment
- Learning post workshop, is supported by your Supervisor/Team Leader in the work place
- It is important that you work with fellow co-workers in completing the assessments. This is encouraged to enable you to apply your new skills and use workplace examples as evidence for your assessment.
- Post-course access to our Facilitators and Senior Advisors is available via both phone and email for support as required.

DELIVERY MODE

- The course is comprised of 6 days' mandatory attendance to cover course content and formal presentations. Course delivery will be over a period of approximately 6 months i.e. typically in 3 x 2-day blocks or 2 x 3-day blocks depending on location.
- Attendance dates are confirmed in writing to you prior to commencement.
- On Day 1 of the course, participants will be provided with course guidelines, reference materials, websites and assessment tips.
- To achieve the full qualification, you will need to successfully complete 12 national units of competency.

ASSESSMENT

- All content and assessment benchmarks will be discussed at commencement of the course. All information required to complete assessment items is contained in the material presented at face-to-face training days.
- Assessment is issued for each of the 12 units. Assessments include a combination of short answer questions, set tasks requiring research/report writing and case study/project work.
- Time spent on assessments varies widely depending on level of experience. In addition to contact hours, time in the workplace is required to be scheduled with your supervisor/manager to undertake research projects. In addition to workplace hours, your personal time will be required to bring together all of your work into a fully indexed assessment portfolio.
- It is estimated that 5 to 6 hours per week will be required to compile your assessment portfolio. You will be assessed by a panel of qualified assessors.
- All assessment documents (1 for each of the 12 units) require to be signed-off by participant's supervisor/manager

RECOGNITION OF PRIOR LEARNING (RPL)

- RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.
- RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

For further information, please contact Peak.

SCHEDULE OF FEES

Please contact Peak for course fees or a proposal for in-house training.

FULL COURSE DETAILS

<http://training.gov.au/Training/Details/BSB42015>

UNIT NAME	UNIT CODE	DESCRIPTION
Communicate effectively as a workplace leader	BSBLDR401	This unit describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up.
Lead team effectiveness	BSBLDR403	This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion.
Lead effective workplace relationships	BSBLDR402	This unit defines skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.
Implement operational plan	BSBMGT402	This unit describes the skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required.
Show leadership in the workplace	BSBMGT401	This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.
Lead a diverse workplace	BSBLDR404	This unit identifies the behaviours, skills and knowledge required to lead a diverse workforce. It covers identifying, analysing and engaging with a diverse workforce to maximise the benefit of diversity to the organisation.
Develop teams and individuals	BSBLED401	This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.
Undertake project work	BSBPMG522	This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects

UNIT NAME	UNIT CODE	DESCRIPTION
Identify risk and apply risk management processes	BSBRSK401	This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.
Make a presentation	BSBCMM401	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.
Build client relationships and business networks	BSBREL402	This unit describes the skills and knowledge required to establish, maintain and improve client relationships and to actively participate in networks to support attainment of key business outcomes.
Mentor in the workplace	TAEDEL404A	This unit describes the performance outcomes, skills and knowledge required to establish and develop a professional mentoring relationship with a learner, in particular an apprentice or trainee employed by, or undertaking work placement in, a workplace. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating and monitoring the mentoring relationship, and evaluating the effectiveness of mentoring.