

Certificate IV in Leadership and Management

DESCRIPTION:

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.

CURRENCY:

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

PRE-REQUISITES:

There are no pre-requisites required for entry into this qualification.

STUDY OPTIONS:

This course can be undertaken:

- As a customised program delivered to groups and/ or individuals on-site or in the workplace
- By Recognition of Prior Learning (RPL) <http://riiskillscentre.com.au/AQF-RP-An-Explanation.pdf>

START DATES:

Intakes for customised programs are ongoing throughout the year. Delivery can be undertaken in the workplace in consultation with your employer.

Enrolment for RPL courses can be undertaken at any time.

DELIVERY VENUE:

TBA pending client student requirements.

WORKPLACE ARRANGEMENTS:

As this qualification is largely assessed in the workplace, sequencing of assessment and any identified training required (as found during the assessment process) and further due to operating constraints of the student company, there is no formalised delivery assessment time table proposed. The opportunity to cluster elements for assessment will be adopted should the opportunity present itself at any time.

During the initial consultation phase with the client, Rii will determine whether suitable plant and equipment is available / in use by the client and that access be given to the participant to enable training / assessment to be undertaken at a pre-determined time.

COURSE DURATION:

The qualification is to be delivered over 12 months, student dependent.

Certificate IV in Leadership and Management

MODE OF DELIVERY:

This training program is to be delivered as a combination of face to face and on the job training.

TYPES OF ASSESSMENT:

Using suitable selected assessment tools, pending client student requirements and delivery mode.

Assessment tools may include:

- Written assessment
- Workbook
- Projects
- RPL
- Task observation

COURSE MATERIALS:

All materials supplied by the RTO.

COURSE STRUCTURE:

To obtain this qualification, a total of 12 units must be completed.

- 4 Core Units
- 8 of the electives, of which:
 - 4 elective units must be selected from Group A
 - 4 units may be additional units selected from Group A or Group B
 - if not listed below, 1 unit may be from any currently endorsed Training Package or accredited course at Certificate IV level or above

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units		
Code	Unit name	Hours
BSBLDR401	Communicate effectively as a workplace leader	40
BSBLDR402	Lead effective workplace relationships	50
BSBLDR403	Lead team effectiveness	50
BSBMGT402	Implement operational plan	40

Elective Units		
Group A		
Code	Unit name	Hours
BSBFIA402	Report on financial activity	30
BSBINN301	Promote innovation in a team environment	40
BSBLDR404	Lead a diverse workforce	50

Certificate IV in Leadership and Management

Elective Units		
BSBMGT403	Implement continuous improvement	40
BSBREL402	Build client relationships and business networks	50
BSBRISK401	Identify risk and apply risk management processes	50
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
BSBWOR404	Develop work priorities	40
TAEDEL404A	Mentor in the workplace	30
Group B		
Code	Unit name	Hours
BSBADM409	Coordinate business resources	30
BSBCMM401	Make a presentation	30
BSBCOM406	Conduct work within a compliance framework	30
BSBCRT401	Articulate, present and debate ideas	40
BSBCUS401	Coordinate implementation of customer service strategies	40
BSBCUS402	Address customer needs	50
BSBCUS403	Implement customer service standards	30
BSBINM401	Implement workplace information system	40
BSBINT401	Research international business opportunities	20
BSBIPR401	Use and respect copyright	50
BSBIPR403	Protect and use brands and business identity	40
BSBLED401	Develop teams and individuals	40
BSBMGT401	Show leadership in the workplace	50
BSBMGT404	Lead and facilitate off-site staff	40
BSBMGT407	Apply digital solutions to work processes	50
BSBMKG413	Promote products and services	40
BSBPMG522	Undertake project work	60
BSBRES401	Analyse and present research information	40
BSBSUS401	Implement and monitor environmentally sustainable work practices	40
BSBWRT401	Write complex documents	50

CAREER & PATHWAYS:

Career opportunities include Coordinator, Supervisor, Leading Hand and Team Leader.

After achieving the BSB42015 Certificate IV in Leadership and Management, candidates may undertake BSB51915 Diploma of Leadership and Management.

FUNDING:

Not available for this course.

Certificate IV in Leadership and Management

STUDENT SUPPORT:

Refer Rii's Student Handbook located on our website <http://www.riiskillscentre.com.au>

DELIVERY BY THIRD PARTY:

This course is delivered in Tasmania on behalf of Rii Skills Centre by:

Tasmanian Safety & Training Services

t: 0499 526 627

e: training@tsts.net.au

ACCREDITATION:

Qualifications granted by Rii Skills Centre have been endorsed by the Australian Skills Quality Authority (ASQA).

Rii Skills Centre is a registered training organisation (RTO) listed on the website.

www.training.gov.au

Our national provider number is 32326.

We hold registration to deliver this qualification which is nationally recognised and comes from the nationally endorsed *BSB Business Services Training Package*.

A Certificate IV recognised within the Australian Qualification Framework (AQF) will be issued if the full qualification is completed, a Statement of Attainment for individual units successfully completed when the whole qualification is not completed.

To find out more, contact the Rii team at enquiries@riiskillscentre.com.au

