



CERTIFICATE IV in LEADERSHIP & MANAGEMENT (BSB40520)

This program is for individuals developing as emerging leaders and managers in any business area. The course is broad enough to develop the necessary core skills below, but generic enough to allow for contextualization to any environment.

It prepares participants for the often-difficult transition from mate to manager - learning to become responsible for the people who are now responsible for the job they used to do! Or for people wanting to take the next step in their career, where leadership of front-line staff is a key focus.

Today leaders in business must have highly developed communication skills and the ability to manage people and processes effectively within the business framework they operate under. This course is tailored to this environment, allowing senior and experienced staff to meet their personal and professional development needs while fulfilling legislative and regulatory requirements.

The course is run as a series of trainer-led workshops, either face to face or on-line, where staff from different sections of an organisation's operations can come together to learn and discuss how the current topic applies in ways that can improve their own work performance, to the overall benefit of the business.

Program Outcomes

- ✓ Promote team cohesion by motivating, mentoring, coaching and providing development opportunities.
- ✓ Plan and supervise individual and team performance.
- ✓ Implement, monitor and report on progress in relation to individual and business plans.
- ✓ Be an effective and proactive contributor to team innovation.
- ✓ Implement continuous improvement systems and processes.
- ✓ Better understand the operating environment of the business to identify opportunities for improvements
- ✓ Identify risks and to apply established risk management processes.
- ✓ Monitor and obtain feedback on their own work performance and access learning opportunities for professional development.
- ✓ Model high standards of conduct to reflect the organisation's standards and values.
- ✓ Manage effective relationships with other staff and clients

Program Snapshot



Duration

10- 14 months



Delivery Options

- Workplace based (Face to face)
- On-Line (self-directed)
- On-Line (trainer led – virtual classroom)



Assessment Methods

- Theory assessments
- Case studies
- Practical exercises
- Oral questioning
- Evidence portfolios
- On the job observation



Pre-requisites

It is required that learners be employed in a position that allows them to demonstrate application of skills required by the program. Learners may need access to the internet for on-line research and activities.

LLN will be assessed prior to course commencement.



Resources Provided

Learning resources will be provided including; training manuals, powerpoint presentations, You-tube clips etc.



Costs

\$5,000 full fee.

Some State Government funding may be available for eligible individuals. Contact us to see if you qualify

Program Structure

The qualification requires completion of 12 units of competency. The following are industry recommendations, but individual organisations may suggest some changes to suit their particular circumstances.

The course is structured around 3 key skills new leaders must practice;

1. The ability to coordinate and manage their own work behaviours as a model to their team, by employing.....
2. Appropriate methods to ensure the team is focused, enthused and effective in.....
3. Achieving the core purpose of the team, meeting the tasks and objectives they are there for in the first place.

The topics particular to this structure include;

MANAGE YOURSELF

- BSBPEF402 Develop personal work priorities
- BSBLDR412 Communicate effectively as a workplace leader*
- BSBPEF502 Develop and use emotional intelligence
- BSBXCM401 Apply communication strategies in the workplace

MANAGE OTHERS

- BSBLDR411 Demonstrate leadership in the workplace
- BSBLDR413 Lead effective workplace relationships
- BSBLDR414 Lead team effectiveness
- BSBXTW401 Lead and facilitate a team

MANAGE THE BUSINESS

- BSBOPS402 Coordinate business operational plans
- BSBPMG430 Undertake project work
- BSBSTR401 Promote innovation in team environments
- BSBSTR502 Facilitate continuous improvement

Induction: Trainees will be introduced to the course, delivery and assessment methods, and expectations and rights of trainees prior to course commencement.

All trainees are expected to comply with worksite WHS procedures and policies during practical activities. Safety procedures in the classroom will be explained at the commencement of the course.

RPL & Credit Transfer: Students who believe they have sufficient past experience to demonstrate full competence against particular units may apply for RPL using the forms and processes available from the TME office. Students may apply for credit transfer for any units completed in prior qualifications, including for the elective units.

Funding: This program may be supported by Victorian State Government funding or subsidised by the NSW Government subject to eligibility. New employees may also be eligible for Commonwealth Government Funding. Contact us to check your eligibility.

Workplace focussed: Programs can be customised to meet individual or workplace requirements. On the job training and assessment activities are built into our programs to benefit councils and enable learners to develop relevant workplace skills.

We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

Information in this flyer is current at time of preparation but may be subject to change. Contact us to ensure you have the most current information about this program.

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