

BSB42015 Certificate IV in Leadership and Management



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RTO No 40467

Course Brochure



BSB42015 Certificate IV in Leadership and Management

Course Overview

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.

Key Outcomes

- Ability to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up.
- Leadership skills to promote team cohesion, motivating, mentoring, coaching and developing the team and forming a bridge between management of the organisation and team members.
- Implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required.
- Advising on customer needs, supporting the implementation of customer service strategies and evaluating and reporting on customer service.
- Ability to encourage and support innovation in a team environment.
- Ability to determine individual and team development needs and to facilitate the development of the workgroup.
- Lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.
- Implement the organisation's continuous improvement systems and processes using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.
- 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.
- Implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.
- Design work schedules and work plans and establish priorities for work. Obtain feedback on own performance and access learning opportunities for professional development

Career Opportunities

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

Modes of Delivery

- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Online (supported by our dedicated trainers).
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).





Further detailed information on your course, fees and charges, relevant student policies and procedures and to view the student handbook, please visit our website at www.dynamiclearningservices.com.au or contact Dynamic Learning Services on 02 4365 0040.



There are 12 units in the BSB42015 Certificate IV in Leadership and Management These are divided into 4 core units and 8 electives units..

The units in the Dynamic Learning Services program are listed below:

Core Units

- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan

Elective Units

- BSBCUS401 Coordinate implementation of customer service strategies
- BSBINN301 Promote innovation in a team environment
- BSBLED401 Develop teams and individuals
- BSBMGT401 Show leadership in the workplace
- BSBMGT403 Implement continuous improvement
- BSBRISK401 Identify risk and apply risk management processes
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBWOR404 Develop work priorities

Assessment

The assessment in this qualification involves a variety of workbook activities, practical tasks and project work. Participants will be supported by their trainer throughout their journey.

Entry Requirements

There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.

Volume of Learning

Learners should expect a duration between 6 months to 2 years to meet the requirements of BSB42015 Certificate IV in Leadership and Management, which is consistent with the AQF volume of learning indicators for a Certificate IV qualification.

Decisions about the duration of this qualification take into account the candidates' likelihood of successfully achieving the learning outcomes and ensure that the integrity of the qualification's outcomes are maintained.

Pathways

Qualifications that may be considered after successful completion include:

Smart and Skilled

This training is subsidised by the NSW Government

Further detailed information on Smart and Skilled in relation to your eligibility, fees and consumer protection visit :

<https://smartandskilled.nsw.gov.au/for-students>

or talk to one of our friendly consultants who can answer all your questions on (02) 43650040



About Smart and Skilled

Smart and Skilled is a New South Wales (NSW) government funding incentive for those wanting to gain new skills needed to find a job or advance their careers.

As course costs are an important factor when deciding to undertake a study

Smart and Skilled provides eligible students with:

- an entitlement to government-subsidised training up to and including Certificate III
- government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

Are you eligible for Smart and Skilled training?

Are you:

- 15 years old or over?
- No longer at school?
- Living or working in NSW?
- An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen?

If you answered 'Yes' to all four questions, then you may be eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider and registered training organisation, like DLS.

2018 Fees

1st Qualification \$1,580

2nd Qualification \$1,850

Traineeship \$1,000

Eligible concession card holders \$240