

BSB42015 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.

ELIGIBILITY/ENTRY REQUIREMENTS

To gain entry into this qualification, applicants must have completed either:

- BSB30115 Certificate III in Business or BSB30415 Certificate III in Business Administration; or
- A Certificate IV or higher-level qualification in another industry sector.

A pre-enrolment process will be conducted to establish suitability to undertake the course and to determine support requirements, which will include a Language, Literacy and Numeracy (LLN) assessment. The LLN assessment will also be undertaken at the end of the course to ensure graduates meet required ACSF levels.

DELIVERY DETAILS

Location (s)	Duration	Study mode
Alice Springs Campus	This program is delivered over a period of 18 to 24 months on a part-time basis	This program will be delivered via mixed mode, on campus as evening classes and online. External students must engage with the lecturer weekly or fortnightly either face to face or via technology to ensure ongoing support towards successful completion.

2019 FEES

This course is subsidised by the NT Government. The NT subsidy applies to eligible domestic students living in the NT and is **subject to available places**. The **full fee** will apply when funded places have been filled and for students that are ineligible for the NT Government subsidised rate.

Based on course nominal hours of 510 -540 hours, approximate 2019 course fees will be:

NT Government subsidised place: \$1,632.00 - \$1,728.00

Full fees: \$7,650.00 - \$8,100.00

For more information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to www.cdu.edu.au/cdu-vet/student-guide/fees

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

RESOURCES

Students will need to purchase learning workbooks available at CDU Business Central Team.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to BSB51918 Diploma of Leadership and Management. On completion of this qualification credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- Team Leader
- Leading Hand
- Supervisor
- Warehouse Team Leader
- Distribution Centre Supervisor
- Sales Team Manager
- Line Manager
- Coordinator (Business Operations)
- Frontline Sales Manager
- Freight Administrative Supervisor
- Production Supervisor

QUALIFICATION CONTENT

To achieve BSB42015 Certificate IV in Leadership and Management a total of twelve (12) units of competency must be completed comprising four (4) core and eight (8) elective units, of which four (4) must be selected from Group A and four (4) additional units selected from Group A or Group B, as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

CORE UNITS

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

GROUP A

BSBINN301	Promote innovation in a team environment
BSBRK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
TAEDEL404	Mentor in the workplace

GROUP B (SELECT 4)

BSBCMM401	Make a presentation
BSBCUS401	Coordinate implementation of customer service strategies
BSBLED401	Develop teams and individuals
BSBMGT401	Show leadership in the workplace
BSBPMG522	Undertake project work

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including: Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - www.cdu.edu.au/study/student-life/student-support

CONTACT DETAILS

SCHOOL OF TOURISM, HOSPITALITY AND SERVICE INDUSTRIES

VET Business Central

T. 08 8959 5467
E. business_central@cdu.edu.au
W. www.cdu.edu.au/cdu-vet

Roz Jani

T. 08 8959 5413
E. roz.jani@cdu.edu.au
W. www.cdu.edu.au/cdu-vet

Refer to the **VET Student Guide** www.cdu.edu.au/cdu-vet/student-guide for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.