

# 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

Whilst there are no specific entry requirements, it is preferred individual possess a BSB30115 Certificate III in Business, or similar qualification; or have vocational experience in a business or management related role without holding a formal qualification. A Pre-enrolment interview will be conducted and your lecturer will determine options for study.

A Language, Literacy and Numeracy (LLN) assessment is necessary to establish support requirements for all enrollees undertaking study of this qualification

## DELIVERY DETAILS

Location (s)	Duration	Study mode
Waterfront Darwin Alice Springs	This program is delivered over a period of twelve months for full-time learners. Part-time learners may take up to 18 months to successfully complete 12 units	This program will be delivered through a mixture of face-to-face and online with tutorial support.

## 2020 FEES

This course has a total of 460 to 540 nominal hours (depending upon unit selection), and thus the qualification cost is:

NT Domestic Subsidised Fees: \$1,564 to \$1,836

Domestic Full Fees: \$6,900 to \$8,100

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2020.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://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

Learning materials and assessments are available for students through a mixture of learning platforms including IBSA leaning resources and the book Management: Theory & Practice 7<sup>th</sup> Edition by Kris Cole. This text is available from the CDU Bookshop. This book can also be purchased in both hard copy and in eBook. Computer and internet access is required to source information and complete assessments.

## STUDY AND CAREER PATHWAYS

Further training pathways from BSB42015 Certificate IV in Leadership and Management 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:

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

## QUALIFICATION CONTENT

To achieve a BSB42015 Certificate IV in Leadership and Management a total of number twelve (12) units of competency must be completed comprising of four (4) core units and eight (8) elective units, of which four (4) units must be selected from Group A and four (4) additional units selected from Group A or Group B.

### CORE UNITS

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

### ELECTIVE UNITS GROUP A (4 of the following)

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBRSK401	Identify risk and apply risk management processes
BSBWOR404	Develop work priorities
BSBMGT403	Implement continuous improvement
TAEDEL404	Mentor in the workplace

### ELECTIVE UNITS GROUP B (4 of the following)

BSBMGT401	Show leadership in the workplace
BSBCUS403	Implement customer service standards
BSBCMM40	Make a presentation
BSBWRT401	Write complex documents
BSBPMG522	Undertake project work

BSBLED401	Develop teams and individuals
BSBADM409	Coordinate business resources

## 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](http://www.cdu.edu.au/study/student-life/student-support)

## CONTACT DETAILS

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Refer to the **VET Student Guide** [www.cdu.edu.au/cdu-vet/student-guide](http://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.