

BSB42015 Certificate IV in Leadership and Management

Our Certificate IV in Leadership and Management is designed for individuals who are taking on or preparing for first level management of supervisory roles in a variety of industries and situations.

Some learner's may have existing qualifications in a technical field while other will have differing experiences in the workplace.

Managers provide direct leadership and guidance to others. They take responsibility for the effective performance and functioning of their teams or will be doing so in the future

Our Difference

Business College Online, is a fully-accredited Registered Training Organisation (RTO Number 91779) and one of Australia's most respected providers of management and business courses

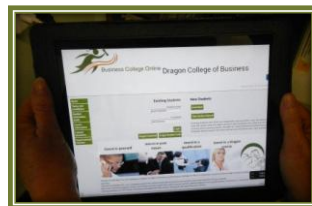


- We use exceptional learning materials to ensure that you enjoy your studies.
- We provide outstanding support to help you complete your course as fast as you can.
- We deliver flexible, distance learning materials as well as organisation-based courses so that you can take your studies with you wherever you go.

Our training college is proud to help Australian business focused people to develop a pathway to gaining the essentials of business management and develop a skill set that will be effective throughout their business careers



Course Duration maximum timeframe 12 months (NB: could be completed earlier)



Entry Requirements

This course has the following enrolment requirement:

- Minimum age 16 years
- Have access to a fully-functional computer/smart device loaded with a web-browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word etc)
- Have access to a computer/smart device with reliable Internet access (ability to download and upload documentation from/to the Dragon College of Business online learning server)
- Have a current valid email account for online learning and assessment communication and support;
- Have a telephone and current valid telephone number for learning and assessment communication and support
- Successfully complete all assessment tasks within the required timeframes

Commencement of subject or course

A subject or course is deemed to have started if the "start of study date" has passed and the delivery of the course has commenced.

On-line delivery is said to have commenced if the course is open in the on-line environment for the individual student.

This is automatic once appropriate fees have been paid

Career Opportunities

Successful completion of this qualification may lead to career opportunities such as:

- Coordinator
- Supervisor
- Team leader
- Leading Hand

Business College Online - Dragon College of Business

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"Invest in yourself - Invest in your future - Invest in a qualification"
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RPL (Recognition of Prior learning) / Credit transfer

A student may apply for RPL on the basis of their experience (work experience or other experience, including qualifications completed) and our College will grant them credit for any units where the student can provide sufficient evidence that they have already met the requirements of the competency standards set by industry.

Learners applying for RPL may be required to undergo further assessment before being granted RPL.

RPL and or Credit transfer is available and you must meet the criteria associated with this process. Regardless of the assessment pathway undertaken the pricing structure remains the same

Total of 12 units of competency required to complete this Qualification (you must chose 4 units from Group B)

Core Unit of Competency (4)

BSBLDR401	Communicate effectively as a workplace leader
BSLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT403	Implement operational plan
BSBINN301	Promote innovation in a team environment
BSBLDR404	Lead a diverse workforce
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities

Group B (4 electives from this group)

BSBFIA402	Report in Financial Activity
BSBMGT403	Implement continuous improvement
BSBRISK401	Identify risk and apply risk management processes
BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBCOM406	Conduct work within a compliance framework
BSBCRT401	Articulate, present and debate ideas
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBINM401	Implement workplace information system
BSBINT401	Research international business opportunities
BSBIPR401	Use and respect copyright

Learning Outcomes

- Access the latest thinking about business and management and apply this to your current and future roles
- Learn how to organise many of the critical functions in every organisation, including teams, projects, meetings, and the performance of yourself and your colleagues
- Develop skills in marketing planning and strategy and strategy implementation
- Become a more effective team leader and team participant
- Practise more effective ways of managing your own work-life
- Provides the foundation for advanced studies in business and for future roles in business management

Assessment

Our Certificate IV in Human Resources has been designed for the use of distance learning, the workplace and previous work experience for assessment activities.

As a competency based qualification, the assessment tasks seek evidence that learners have mastered the skills and knowledge contained in each unit.

Commonly used assessment activities in our units are Quizzes with Electronic exams, quick learning activities, work-based projects, case studies, discussions, practical exercises and personal reflections.



E-Learning (web-based online component)

E-Learning quizzes and exams form part of the assessment process; Assignments and workbooks will need to be completed and you will be required to demonstrate that you have an understanding of the knowledge in relation to these Units of Competency



Elective Units of Competency - Group B Continued

BSBIPR403	Protect and use brands and business identity
BSBLED401	Develop teams and individuals
BSBMGT401	Show leadership in the workplace
BSBMGT404	Lead and facilitate off-site staff
BSBMGT407	Apply digital solutions to work processes
BSBMKG413	Promote products and services
BSBPMG522	Undertake project work
BSBRES401	Analyse and present research information
BSBSUS301	Implement and monitor environmentally sustainable practices
BSBWRT401	Write complex documents