



asc

training and
development

RTO Code: 2353

BSB42015

Certificate IV in Leadership and Management



NATIONALLY RECOGNISED
TRAINING

Duration

12 Months

Format

Live Virtual
Classrooms

Pre-Requisites

No

Funding

Yes
Traineeship

Description

This qualification gives learners a wide range of practical supervisory and management skills to take back to the workplace including:

- Personal skill development in self-awareness, time management, goal setting and stress management
- Leadership and team development skills
- Strategies and tools to create business improvement opportunities
- WHS essentials all managers should know
- Tools for continuous improvement and innovation
- Operational planning
- Customer service strategies and processes
- How to give a professional presentation

Format

Each training session date (Face to Face or LVC) is scheduled approximately 4-5 weeks apart

For each LVC, 2 x 90 minute sessions plus 1 x 60 minute session held on each training date scheduled

Face to Face session times will be advised on booking

Assessment tasks are completed between sessions

We recommend learners set aside 10-15 hours per assessment

Prerequisites

There are no formal prerequisites for this qualification.

Job Roles

This qualification is designed for people who are at the first line of management acting in a supervisory role and reporting to a manager. They provide leadership and guidance and take responsibility for a team.

Graduate Outcomes & Opportunities

Completion of the CIV in Leadership and Management provides graduates with the skills and knowledge to step up into supervisory and leadership roles. For graduates currently in a leadership role this qualification will assist in potential advancement through the organisation.

Future Pathways

Graduates can undertake the Diploma of Leadership and Management.

Units

BSBCMM401	Make a presentation
BSBINN301	Promote innovation in a team environment
BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBLED401	Develop teams and individuals
BSBMGT401	Show leadership in the workplace
BSBMGT402	Implement operational plan
BSBMGT403	Implement continuous improvement
BSBPMG522	Undertake project work
BSBRSK401	Identify risk and apply risk management processes
BSBWOR404	Develop work priorities

Qualification Rules

This qualification is made up of 12 units of competency based on the qualification packaging rules, located at www.training.gov.au.

Based on many years' experience working with a wide range of organisations, ASC T&D have customised this qualification to reflect key frontline management competencies.

Investment

Investment

\$3,950.

Nationally recognised training is GST free.

Inclusions:

- continuous coffee, tea and morning tea are provided at sessions.
- course learning materials
- assessments
- certification upon successful completion