



BSB42015

# Certificate IV in Leadership and Management

**Do have a passion for leadership and want to put those skills into a formal qualification? The Certificate IV in Leadership and Management 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.

**Business Qualification**

**DURATION**  
12 months is the average course duration

**PLACEMENT**  
Not applicable

**ENTRY REQUIREMENTS**  
No formal entry requirements

*See back for full course overview and pricing*

**DELIVERY METHODS AVAILABLE**

- ✓ **Face-to-Face:** Classroom-based learning with practical hands on experience in both a simulated environment and/or work placement.
- ✓ **Blended:** Online learning with scheduled practical workshops.
- ✓ **Online:** Online learning only.
- ✓ **Recognition of Prior Learning (RPL):** Must have the ability to access workplace documentation and have been in the industry fulltime for 2 years or more

For more information, call **3260 6411** or email [trainingadmin@helpenterprises.com.au](mailto:trainingadmin@helpenterprises.com.au)



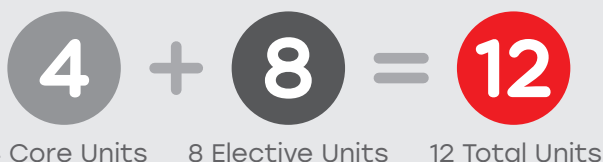
## OUTCOMES & FURTHER STUDY PATHWAYS

**Business career pathways:** Office Administrator, Fee Officer, Bookkeeper, Holiday Park Receptionist, Human Resources Clerk, Data Entry Operator, Freight Documentation Clerk, Receptionist.

**Other courses in this pathway:** BSB30415 Certificate III in Business Administration, BSB40515 Certificate IV in Business Administration.

## UNITS DELIVERED

<b>BSBLDR401</b>	Communicate effectively as a workplace leader (core)
<b>BSBLDR402</b>	Lead effective workplace relationships (core)
<b>BSBLDR403</b>	Lead team effectiveness (core)
<b>BSBMGT403</b>	Implement operational plan (core)
<b>BSBINN301</b>	Promote innovation in a team environment (elective)
<b>BSBRSK401</b>	Identify risk and apply risk management processes (elective)
<b>BSBWOR404</b>	Develop work priorities (elective)
<b>BSBWRT401</b>	Write complex documents (elective)
<b>BSBINM401</b>	Implement workplace information system (elective)
<b>BSBCMM401</b>	Make a presentation (elective)
<b>BSBWHS401</b>	Implement and monitor WHS policies, procedures and programs to meet legislative requirements (elective)
<b>BSBCUS402</b>	Address customer needs (elective)



- 4 units must be selected from Group A.
- 4 units may be additional units selected from Group A or Group B if not listed above, 1 unit may be from any currently endorsed Training Package or accredited course at Certificate IV level or above.
- Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

### HOW TO ENROL

Contact us on **3260 6411** or email [trainingadmin@helpenterprises.com.au](mailto:trainingadmin@helpenterprises.com.au)

### COURSE COSTS

Pricing subject to change, contact us for more information.