

COURSE CODE

**BSB42015**

COURSE

## **Certificate IV in Leadership and Management**

**ENROL TODAY**

**TAFENSW.EDU.AU or 131 601**

### **WHY CHOOSE TAFE NSW?**



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

# Certificate IV in Leadership and Management

National Course Code: BSB42015 | TAFE NSW Code: BSB42015-01V03-18COF-061

Qualification Level	Certificate IV
Study Type	Blended
Course Start Date	Enquire Now
Hours Per Week	3
Duration	2 Years
Delivery Locations	Coffs Harbour
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,580.00            Second Qualification: \$1,850.00            Traineeship: \$1,000.00            You may be eligible for the NSW Smart &amp; Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.            Concession: \$240.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$6,370.00</p>
Course Features	<p>Nationally Recognised Training            Traineeship Allowed            This training is subsidised by the NSW Government</p>

## Course 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.

Licensing/Regulatory Information No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

There are no entry requirements for this qualification.

## Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

A message for young people under 17 years of age-If you are under 17 years and wish to enrol you will need to have completed Year 10 or have special permission from school and TAFE to do so

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

## Attendance

Please contact your local campus for actual days and hours of attendance.

## Fee Details

### SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

This training is subsidised by the NSW Government. The fee that is displayed is the price for a student completing their second qualification and meeting eligibility criteria. The fee you pay may be lower or higher depending on your personal circumstances and eligibility for a subsidised place, a concession or an exemption. In some cases there are limited government subsidised places available.

Please contact your nearest North Coast TAFE campus or call us on 1300 628 233 for a personal fee assessment and to find out if you are eligible for a government subsidised place. We can also discuss payment options with you. If you do not gain a subsidised place you may be able to enrol and pay the non-subsidised fee.

If for any reason you need to withdraw from your course or to seek a refund see our policy for information to guide your decision-making. <https://staff.tafensw.edu.au/documents/2017/11/student-fees-and-refund-policy-tafe-nsw.pdf>

### READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

### RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

## How to Enrol

Semester one starts early February 2020. Enquire now to be notified when enrolments open. To find out more information on this course including the next start date, submit an online enquiry by clicking the **Enquire Now** button on this page, or call 131 601 during business hours\* to chat with a member of our friendly customer service team.

\*Our customer service team are available from Monday to Friday, 9am to 5pm AEST.

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

Be sure to read your chosen course information carefully to make sure it is the right qualification, location and study type for you.

Enrol and pay online via our secure payment gateway to secure your place.

As you progress through the enrolment process you will be prompted to provide additional information. If you are interested in studying as a Trainee or Apprentice please call 131 601 for full details.

## Units

BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan
BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBHRM405	Support the recruitment, selection and induction of staff
BSBINM401	Implement workplace information system
BSBINN301	Promote innovation in a team environment
BSBLED401	Develop teams and individuals
BSBMGT401	Show leadership in the workplace
BSBMGT403	Implement continuous improvement
BSBMKG413	Promote products and services
BSBPMG522	Undertake project work
BSBREL401	Establish networks
BSBRES401	Analyse and present research information
BSBRSK401	Identify risk and apply risk management processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities
BSBWRT401	Write complex documents

# Career Opportunities

Sales Team Manager, Administrative Supervisor, Warehouse Team Leader, Line Manager