

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: BSB42015-01V04-20ALB-025

Qualification Level	Certificate IV
Study Type	PT Evening
Course Start Date	Enquire Now
Hours Per Week	6
Duration	18 Months
Delivery Locations	Albury
Course Fees	<p>Subsidised Prices First Qualification: \$1,580.00 Subsequent Qualification: \$1,850.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled Fee Free Traineeship which will be verified at enrolment. Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$6,510.00</p>
Course Features	<p>Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government</p>

Course Description

The nationally recognised Certificate IV in Leadership and Management equips you with the skills to provide stable leadership and manage your team in a variety of working environments. Take your career to the next level, develop transferable skills and discover your leadership style with TAFE NSW.

LEARN NEW SKILLS

Through theory and practical course work, you will learn how to:

- Lead and manage a team in a range of environments and changing priorities
- Manage a virtual team in a gig economy
- Plan, organise, implement and monitor your workload and others
- Evaluate solutions to unpredictable problems

DEVELOP YOUR TALENT

Develop the personal attributes that will help you get ahead:

- Strong interpersonal and communication skills
- Build successful workplace relationships
- Manage a diverse group of people at various levels of skill
- Learn how to guide people to meet their goals

ACHIEVE YOUR GOALS

Completing this course will provide you with:

- A nationally accredited qualification at Certificate IV level
- The opportunity to take your career to the next level and find your leadership style
- The ability to communicate effectively as a workplace leader

Career opportunities:

- Team leader
- Sales team coordinator
- Leading hand
- Line manager

GROW YOUR CAREER

Take your leadership career further:

- Diploma of Leadership and Management
- Bachelor of Business with TAFE NSW Degrees
- Bachelor of Business Studies

INDUSTRY DEMAND

An increase in more diverse teams, virtual teaming and the gig economy highlight the need for leaders and supervisors to keep up with the new ways of working. With workers less likely to remain in the same job, you need transferable skills across multiple industries.

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.

ENTRY REQUIREMENTS

TAFE NSW offers the Certificate IV in Leadership and Management as either a traineeship or non-traineeship, so you can create the career you want.

Non-traineeship

There are no entry requirements for non-trainees. You can enrol in this course now.

Traineeship

To be eligible for this course you must:

- Be employed and be seeking managerial skills for your role, as evidenced by a letter of support from your employer, as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you:

- Are comfortable working with others and reporting to a manager or supervisor
- Are confident with technology and able to access and navigate the internet and use word processing and presentation software
- Work in industry and are seeking managerial skills to be successful in your workplace

If you need help preparing for study, contact us about your options.

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To be enrolled in this course, you should have at least two years' work experience or similar experience that provides opportunity to reflect on leadership and management behaviours at work. Students are expected to have current work experience including a role that provides opportunity to practice and/or reflect on leadership practices at work.

To successfully complete this course, you will need a high level of IT computer skills and access to a functional internet and computer. You are expected to have work experience to reflect on. If you have not had a previous role at work you should consult with your teacher to consider alternatives and/or case studies.

Information Sessions and more about the course

INFORMATION SESSIONS

There are no information sessions currently scheduled for this course.

STUDY COMMITMENT

This is a part time evening, blended course. You will need to attend approximately 2.5 hours of Adobe Connect, over 1 evening a week, for 18 months. As well as the Adobe component, you will need to complete approximately 3.5 hours of other study per week.

You may also be required to complete approximately 7 hours of additional study each week outside of class hours, including private study, assignment preparation and research.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who are 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.

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course where a student identifies as having a special need and reasonable adjustment is required. Students should discuss any special needs with the facilitator prior to enrolment to enable individual support needs to be actioned.

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
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled via Adobe Connect on Thursday from 6.00pm to 8.30pm. You will be contacted with information on engagement and orientation after enrolment.

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?](#)

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.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enrolments for this course have now closed.

[Enquire now](#) and we will contact you when enrolments open. Visit our [Online Courses](#) to view our range of study options that you can start anytime.

Units

BSBMGT402	Implement operational plan
BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBWOR404	Develop work priorities
BSBLED401	Develop teams and individuals
BSBINN301	Promote innovation in a team environment
BSBMGT403	Implement continuous improvement
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCMM401	Make a presentation
BSBLDR404	Lead a diverse workforce
BSBHRM405	Support the recruitment, selection and induction of staff

Career Opportunities

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

Information as of 12 Aug 2020