

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: BSB42015-01V04-20NWR-071

|                     |   |
|---------------------|---|
| Qualification Level | Certificate IV  |
| Study Type          | Part Time Day   |
| Course Start Date   | Enquire Now   |
| Hours Per Week      | 12  |
| Duration            | 36 Weeks  |
| Delivery Locations  | Nowra   |
| Course Fees         | <p><b>Subsidised Prices</b><br/>           First Qualification: \$1,580.00<br/>           Subsequent Qualification: \$1,850.00<br/>           Traineeship: \$1,000.00<br/>           You may be eligible for the NSW Smart &amp; Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.<br/>           Concession: \$240.00</p> <p><b>Non-subsidised Prices</b><br/>           Full Fee: \$6,510.00</p> |
| Course Features     | <p>Nationally Recognised Training<br/>           Traineeship Allowed<br/>           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 successfully complete this course, you will need to competently complete all 12 units, 4 core and 8 electives which have been pre-selected after consultation with industry to ascertain the skills and knowledge required for the job role or to progress into higher qualifications.

The expectation is that by enrolling in this qualification you commit to the time frame in which the qualification is being delivered. The proposed study schedule will be discussed and an individual training plan will be established. Should you fall behind your agreed schedule you will be required to complete additional work and learning outside scheduled class time.

# **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 day, face to face course. You will need to attend approximately 6 hours of class, over 1 day a week, for 36 weeks. As well as the in-class component, you will need to complete approximately 6 hours of other study per week.

You may also be required to complete approximately 10 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 want to gain skills in leadership and management.

## **SERVICES AND STUDY SUPPORT**

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 on Friday from 10.00am to 4.00pm in Room A.1.19.

## 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

|           |  |
|-----------|--|
| BSBLDR403 | Lead team effectiveness                                  |
| BSBLDR402 | Lead effective workplace relationships                   |
| BSBMGT402 | Implement operational plan                               |
| BSBLDR401 | Communicate effectively as a workplace leader            |
| BSBINN301 | Promote innovation in a team environment                 |
| BSBMGT403 | Implement continuous improvement                         |
| BSBRSK401 | Identify risk and apply risk management processes        |
| BSBWOR404 | Develop work priorities                                  |
| BSBCUS401 | Coordinate implementation of customer service strategies |
| BSBREL402 | Build client relationships and business networks         |
| BSBCUS402 | Address customer needs                                   |
| BSBADM409 | Coordinate business resources                            |

## Career Opportunities

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