



HVTC

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BSB42015 Certificate IV Leadership and Management

 **HVTC** skills change lives

Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Hunter-V-Tec,
Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

RTO NO: 90179

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1800 247 864
hvtc.com.au

COURSE BROCHURE

BSB42015 - Certificate IV in Leadership and Management

❖ *Facilitated Online Learning*

This nationally recognised course is ideal if you are new to a supervisory or management role and need to build your leadership confidence and skills. Learn how to be an effective leader in the business world and take your career to the next level.

Potential job opportunities include:

- Leading Hand
- Supervisor
- Team Leader
- Manager

Course subjects

Unit Code	Unit Title	Unit Type
BSBLDR401	Communicate effectively as a workplace leader	Core
BSBLDR402	Lead effective workplace relationships	Core
BSBLDR403	Lead team effectiveness	Core
BSBMGT402	Implement operational plan	Core
BSBWOR404	Develop work priorities	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective
BSBMGT403	Implement continuous improvement	Elective
TAEDEL404A	Mentor in the workplace	Elective
BSBCMM401	Make a presentation	Elective
BSBWRT401	Write complex documents	Elective
BSBADM409	Coordinate business resources	Elective
BSBREL402	Build client relationships and business networks	Elective

Course duration

- Full time traineeship up to 18 months
- Part time traineeship up to 27 months

Requirements:

❖ *Minimum education*

There are no prerequisite units required for this qualification. It is, however, expected that participants have English language, literacy, and numeracy skills equivalent to at least Year 11 level OR have relevant industry experience OR a relevant qualification. Basic to intermediate computer skills are also required for entry into this qualification.

❖ *Minimum age*

Minimum age of 16 years. If you are under 18 your application must be signed by a parent or guardian.

❖ *Computer requirements*

Learners will need access to a computer and the internet and have basic computing skills. Minimum computer specifications are:

All users:

- Broadband Internet Connection
- Adobe Reader XI or equivalent
- You will also need access to a phone, printer, photocopier and scanner
- Adobe Flash Player 11 or higher

❖ *Audio-visual requirements*

You will need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as free downloads from the internet.

❖ *English language requirements*

This course requires you to read comprehensive learner workbooks, undertake a range of written assessments and engage in online discussion forums. Also, the delivery mode relies on the use of written communication.

As such, entry to the course requires English proficiency equivalent to Australian Year 10 level or 1 years of work experience in a role that requires the use of written documentation and communication.

Study materials

Once you are enrolled in this course, you will receive access to the first set of units for the course. When you have successfully completed those units, you'll be given access to the next units when you require them. Remember this is completed at your own pace.

Pathways

On completing this qualification students can choose:

- BSB51915 Diploma of Leadership and Management

Delivery Styles	
E-Learning	Self-paced study completed from home or at the office. Students learn online via an online learning platform. E learning includes numerous types of media that deliver text, audio, images, animation, interaction content and streaming video through web-based learning.

What's included?

Our course includes detailed learning materials, assessments, certification upon successful completion and ongoing trainer support throughout the program.

Recognition of Prior Learning (RPL)

RPL is available for each unit of competency based on relevant workplace experience, formal training and/or other expertise. To apply for RPL please discuss with our student support team or your trainer/assessor. For RPL you will be required to submit a portfolio of evidence within 12 months of the enrolment date.

Course fees

Contact HVTC for qualification pricing, payment options and eligibility for Smart and Skilled funding.