

# Certificate IV in Leadership and Management



## Descriptor

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 are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

## Possible Job Titles

- Coordinator (Business Operations)
- Warehouse Team Leader
- Distribution Centre Supervisor
- Supervisor
- Line Manager
- Leading Hand
- Production Supervisor
- Sales Team Manager
- Team Leader
- Frontline Sales Manager
- Freight Administrative Supervisor

## Mode of delivery

### DOMESTIC STUDENTS

This course is delivered to domestic students via online/distance education and/or on-the-job.

### INTERNATIONAL STUDENTS

This course is delivered to international students @ 20 hours per week for 4 weeks of 10 weeks each. Additional study is required to complete unsupervised, independent work in your own time.

## Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

International students are advised that their student visa duration may be impacted if applying for and granted RPL.

## Target Groups

Students who wish to work in a business environment or to further their career skills or promotional prospects.

International students must hold an approved student visa and study according to their visa conditions.

## COURSE DURATION

52 weeks

## UNITS OF COMPETENCY:

### CORE UNITS

- BSBLDR411 Demonstrate leadership in the workplace
- BSBLDR413 Lead effective workplace relationships
- BSBOPS402 Coordinate business operational plans
- BSBXCM401 Apply communication strategies in the workplace
- BSBXTW401 Lead and facilitate a team

### ELECTIVE UNITS

- BSBLDR414 Lead team effectiveness
- BSBTWC401 Build and maintain business relationships
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBPMG430 Undertake project work
- BSBPEF402 Develop personal work priorities
- BSBWRT411 Write complex documents
- BSBOPS405 Organise business meetings

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