



BSB42015 Certificate IV in Leadership and Management

Course Overview

The Certificate IV in Leadership and Management provides the basis for leading and managing others within the health industry in either a hospital, aged care or community setting. Students will learn how to manage their workload, lead teams improve workplace relationships and communicate effectively as a workplace leader.

Course Description

The Certificate IV in Leadership and Management 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 organizing 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

Course Structure

BSB42015 Certificate IV in Leadership and Management consists of twelve (12) units of competency comprising 4 core units and 8 elective units in accordance with the training package rules.

Unit of Competency	Core	Elective
BSBLDR401 Communicate effectively as a workplace leader	X	
BSBLDR402 lead effective workplace relations	X	
BSBLDR403 Lead team effectiveness	X	
BSBMGT402 Implement operational plan	X	
BSBINN301 Promote innovation in a team environment		X
BSBMGT403 Implement continuous improvement		X
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements		X
BSBWOR404 Develop work priorities		X
BSBLED401 Develop teams and individuals		X
BSBMGT401 Show leadership in the workplace		X
BSBSUS401 Implement and monitor environmentally sustainable work practices		X
BSBDIV501 Manage diversity in the workplace		X

Entry Requirements

There are no stated entry requirements for BSB42015 Certificate IV in Leadership and Management. Where a student has no previous Australian qualification, the Holy Family Services RTO Language, Literacy and Numeracy (LLN) Assessment will be required to be completed prior to acceptance into the course. In the event a student has any AQF qualification at the Certificate III level in any discipline, the student will be exempt from the LLN assessment and will be provided with acceptance into the course.

Selection Criteria

Students must meet the above entry requirements and meet the following selection criteria:

- Must be over 18 years of age

Mode of Study

Students study an integrated flexible mode of delivery including:

- Self-paced online learning
- Scheduled face to face trainer mentoring/workshop sessions

Course Delivery and Assessment

The units will be offered online through our Learner Management System (LMS) where all students can access course materials. The sequencing of the units is to allow for skill development and application of new knowledge into the workplace to improve confidence. Holy Family Services RTO provides support sessions once per month for face to face support through zoom or classroom. Individual businesses requiring customised on-site face to face delivery of this course can be accommodated.

Assessment requirements are outlined at the beginning of each unit. An assessment booklet is provided in electronic copy (online). All assessments are to be completed online however students have access to the trainer in between assessments for support.

Student Resources

As this course is delivered online students will require the following resources to complete this course:

- Desktop or laptop computer
- Internet connection

Delivery Locations

This integrated flexible mode course is delivered as follows:

Online:

- Any location in Australia

Scheduled face to face trainer mentoring/workshop sessions:

- Holy Family Services RTO training room (Sydney only), or
- Online Zoom sessions with the trainer (Outside Sydney), or
- Workplace facilities for existing workers (conditions apply)

Duration

The duration for BSB42015 Certificate IV in Leadership and Management is 12 months but may vary based on:

- Student/existing worker available release time
- Submission of evidence for credit transfer or RPL
- Flexible assessment submission that supports student work and life balance

The maximum period within which a student is permitted to complete the Certificate IV in Leadership and Management is 18 months and the minimum timeframe is 12 months. Where a shorter duration has been achieved, evidence of competency in all units of competency must be demonstrated and maintained in the student file.

Employment Outcomes

Graduates can work in any of the following job roles:

- Team leader
- Team coordinator

Pathways

After successfully achieving BSB42015 Certificate IV in Leadership and Management, candidates may apply for BSB51918 Diploma of Leadership and Management

Exit Point/Award

Students that successfully complete all 12 units of competency as stated in the Course Structure will be issued with BSB42015 Certificate IV in Leadership and Management by Holy Family Services RTO. This qualification is recognized nationally under the Australian Qualifications Framework (AQF).

Students that complete some but not all units of competency as stated in the Course Structure may be issued with a Statement of Attainment. It will identify only those units of competency that have been completed as part of the qualification and recognized nationally under the AQF.

Intake Dates

This course has rolling enrolments. Students can enroll at any time throughout the year

Payment Options

Total cost for the Certificate IV in Leadership and Management is \$2890.00 which consists of \$2,800.00 for the course and \$90.00 non-refundable administration fee.

Four (4) progressive payments of \$700.00 are payable via credit card or direct deposit, covering the full cost of the course. Each progress payment covers three (3) units of competency of the course. Once the student has been deemed competent in each of the units of a block they are able to pay the next instalment and proceed with the next block of units.

Course costs include the resources which are sent to students via email and are accessible through an online platform. Any printing requested by the student will be at an additional cost of 20 cents per page.