BSB42015 Certificate IV in Leadership and Management

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 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.

Entry Requirements

There are no entry requirements for this qualification, however students will require adequate Language, Literacy and Numeracy skills to be able to read and understand Codes of Practice, Procedures and similar documents, explain the meaning of the concepts contained within this level of documentation and be able to use numeracy skills to conduct mid-level calculations and work within mathematical formulae and concepts.

Duration and Study Options

Candidates undertaking this process/course will have up to 18 months (1 ½ years) for completion using one of the following study options – Normal completion time is within 6 months:

- Face to Face Learning allows participants to attend 2 five (5) day face to face training workshops covering the basic theory for the units of competency. Assessments and practical requirements are completed post workshop no later than 18 months from the first day of the workshop.
- The 1 on 1 coaching model allows participants to attend our training centre in Malaga and complete all of their learning and assessments under guidance from a resident trainer. Assessments are completed as the students undertakes coaching with practical requirements being completed no later than 18 months from commencement.
- Distance education gives participants the flexibility to complete the course at their own pace within the stipulated course timeframes without the need to attend face to face workshops. Assessments and practical requirements are to be completed no later than 18 months from commencement. This option is available via our ELearning portal or using printed workbooks and learner guides with the option of written assessment or on-line assessment. Participants will also be required to undertake negotiated practical assessments.
- Recognition of Prior Learning (RPL) may be undertaken by candidates who are able to provide valid, sufficient, current and authentic evidence of competency through demonstration of the required learning and skills outcomes using our RPL portfolio of evidence workbooks and demonstration of practical competence.

Learning Outcomes

The Certificate IV in Leadership and Management will provide participants with the knowledge and skills of:

- Communication and team building – with team members and management, developing objectives and serving as a role model
• Innovation and continuous improvement – identifying opportunities for improved work practice
• Planning and self-management skills – monitoring and improving operational performance of your team, and actively seeking feedback on your own performance
• Learning – coaching and mentoring colleagues and supporting the introduction of change


Total number of units = 12

4 core units plus

8 elective units, of which:
• 4 units must be from Group A
• up to 4 units may be additional units selected from Group A
• up to 4 units may be selected from Group B
• If not listed below, 1 unit may be from any currently endorsed Training Package at Certificate IV level or above OR any accredited course at Certificate IV level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

**Core Units**
- BSBBLDR401 Communicate effectively as a workplace leader
- BSBBLDR402 Lead effective workplace relationships
- BSBBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan

**Elective Units**

**Group A**
- BSBFIA402 Report on financial activity
- BSBINN301 Promote innovation in a team environment
- BSBBLDR404 Lead a diverse workforce
- BSBMGT403 Implement continuous improvement
- BSBREL402 Build client relationships and business networks
- BSBRSK401 Identify risk and apply risk management processes
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBWOR404 Develop work priorities
- TAEDEL404A Mentor in the workplace

**Group B**
- BSBADM409 Coordinate business resources
- BSBCCM401 Make a presentation
- BSBCCOM406 Conduct work within a compliance framework
- BSBCRT401 Articulate, present and debate ideas
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBCUS402 Address customer needs
- BSBCUS403 Implement customer service standards
- BSBINM401 Implement workplace information system
- BSBINT401 Research international business opportunities
- BSBIPR401 Use and respect copyright
BSBIPR403 Protect and use brands and business identity
BSBLEM001 Develop teams and individuals
BSBLED401 Show leadership in the workplace
BSBLED404 Lead and facilitate off-site staff
BSBLED407 Apply digital solutions to work processes
BSBLED401 Promote products and services
BSBLED402 Undertake project work
BSBLED402 Analyse and present research information
BSBLED403 Implement and monitor environmentally sustainable work practices
BSBLED404 Write complex documents

Nominal Hours: 385 to 490 hours

**Fees (Retail)**

Recognition of Prior Learning (RPL) – $1,099.00 (GST Free)

E-Learning or Distance Learning $1,499.00 (GST Free) – includes resources and materials

Face to Face or 1 on 1 coaching option $2,769.00 (GST Free) – includes resources and materials

Courses are also available for delivery within the workplace or for groups – please contact us at admin@mgtdpirii.edu.au for a quotation

*MGTD Pirii takes its social responsibilities seriously and will, where practicable, offer assistance and support to students wishing to undertake courses of study and/or qualifications. Where a student receives government assistance or concession MGTD Pirii will offer concessional rates – subject to documented proof of concession. We will also offer payment terms in order to assist students where practicable.*