



BSB42015
Certificate IV
Leadership and Management

Lead with confidence and become the manager
with whom everyone wants to work.

Opportunities to help you grow...

The Business Growth Centre is passionate about helping you reach your career and business goals. Our nationally recognised training courses will help you develop relevant and practical skills to advance your career and grow your business.

Why train with the Business Growth Centre?

- ④ We will provide the right training solution for you. Our staff will work with you to develop an effective program that is relevant to your industry and your business.
- ④ Our trainers are industry practitioners and successful business operators, with experience and knowledge to help you succeed.
- ④ We can structure your learning to suit your availability and budget.
- ④ Our training programs are flexible. You can choose between face to face or distance learning.
- ④ Our dedicated staff are here to support you every step of the way.
- ④ When you attend face to face workshops, you will have the chance to interact with like-minded people and learn from each other's experiences.
- ④ When you train with us, you will have access to more than just educational expertise. The Business Growth Centre provides business advisory services and networking opportunities to help you grow.

When you choose to train with the Business Growth Centre, you are choosing a qualified and reputable provider and a learning partner who will support you all the way.



Course Guide

BSB42015 Certificate IV in Leadership and Management

Become the manager with whom everyone wants to work!

We can help you take the next step in your career with the BSB42015 Certificate IV in Leadership and Management.

If you are an existing manager, this course will help you strengthen your capability and assist you to work more efficiently. If you are new to a supervisory role, you will learn valuable skills to help you move into this position with confidence.

This course is designed to help you build on your skills and become job-ready. You will gain an understanding of the difference between leading and managing, how to communicate and work with your team more effectively, manage your workload and develop others.

Through this course, you can expect to learn how to:

- ⊗ develop your leadership skills to bring out the best in your team;
- ⊗ implement and monitor your organisation's operational plan and continuous improvement strategies;
- ⊗ support your team to work effectively; and
- ⊗ develop strategies that will help you manage your role and workload

The Certificate IV in Leadership and Management carries national recognition under the Australian Qualifications Framework. The Business Growth Centre (NSW) holds registration to deliver this qualification through the Australian Skills Quality Authority (RTO 90929).

Potential Career Outcomes

Your study will help you to prepare for positions such as Coordinator; Leading Hand; Supervisor or Team Leader.

Pathways Information

You may enter the Certificate IV in Leadership and Management after studying a Certificate III in Business or another relevant qualification, or with personal or vocational experience, with or without formal qualifications. After you graduate, you may wish to pursue the Diploma of Leadership and Management.

Entry Requirements

There are no formal entry requirements for the Certificate IV in Leadership and Management. You will need reasonable English language, reading, writing and computer skills.

We may ask you to complete some short reading, writing and mathematical tasks to help us identify if you need learning support requirements. Our aim is to provide you with the help you need to succeed in your studies.

Course Delivery

You may attend face to face workshops or complete your course through correspondence study.

Course Duration

Your study commitments will include attending workshops or studying at home, reading course materials, researching and completing assessment tasks. Your education program is likely to continue for 12 months. You may be able to reduce this time if you have previous experience and apply for recognition of prior learning or credit transfer.

As a guide, you should aim for an average of six to eight hours per week including your classroom and home study time.

We schedule day and night courses to help you fit study into your life. There are usually one or two workshops per unit. Most classes run once a month during the day or twice a month for an evening course or a fast-track program.

You can also access tutorial sessions for help with your study and your assessment tasks.

Resources

We will provide student information, policies, workbooks, assessment material and access to a trainer/assessor to support your study. To complete your take-home assessments, you will need your workbooks, access to a computer, access to the internet for research, a quiet place and sufficient time to complete your tasks. You may also need to access a suitable workplace. If you are not able to access a workplace environment, we will be able to provide you with advice and alternatives.

Units of Competency

You must complete twelve units for the BSB42015 Certificate IV in Leadership and Management, including four core units. The table below shows an example study program which may be subject to change. We may be able to substitute some elective units for others that suit your needs.

Unit name	Unit Description	Unit Type
BSBLDR401 Communicate effectively as a workplace leader	Communicate effectively as a workplace leader, understanding the context and choosing methods of communication that suit your audience.	Core
BSBLDR402 Lead effective workplace relationships	Use leadership to promote team cohesion. We place emphasis on motivating, mentoring, coaching and developing your team and forming the bridge between the organisation's management and team members.	Core
BSBLDR403 Lead team effectiveness	Promote teamwork through developing team plans to meet expected outcomes, leading your work team and proactively working with the organisation's management.	Core
BSBMGT402 Implement operational plan	Implement an organisation's operational plan by monitoring and adjusting operational performance, producing short term plans, planning and acquiring resources and providing performance reports.	Core
BSBHRM405 Support the recruitment, selection and induction of staff	Plan for recruitment and selection, support selection process and induct your chosen candidate.	Elective
BSBINN301 Promote innovation in a team environment	Become an active leader of an innovative team, demonstrating, encouraging and supporting innovation in a team environment.	Elective
BSBLDR404 Lead a diverse workforce	Identify, analyse and engage with a diverse workforce to maximise the benefit of diversity to the organisation. Learn how to factor diversity into your team planning and support and encourage diverse team members.	Elective
BSBMGT403 Implement continuous improvement	Implement an organisation's continuous improvement systems and processes. We emphasise using methods and strategies that help your team to participate in the process, to monitor and review performance, and to identify opportunities for further improvements.	Elective
BSBREL402 Build client relationships and business networks	Establish, maintain and improve client relationships and actively participate in business networks to support key business outcomes.	Elective
BSBRISK401 Identify risk and apply risk management processes	Identify risks and apply established risk management processes to a defined area of operations. We emphasise developing skills to create solutions for unpredictable problems through analysis and evaluation of information from a variety of sources.	Elective
BSBWOR404 Develop work priorities	Plan your work schedules, monitor and obtain feedback on your job performance and development. Take responsibility for your career planning and professional development.	Elective
TAEDEL404 Mentor in the workplace	Establish and develop a professional mentoring relationship in a work environment. Determine the need for mentoring, develop a mentoring plan/framework, facilitate and monitor the mentoring relationship, and evaluate the effectiveness of mentoring.	Elective

Fees and Payment Schedule

You may enrol in BSB42015 Certificate IV in Leadership and Management with a fee subsidy through NSW Government's Smart and Skilled *Targeted Priorities Program* if you:

- ⓧ are 15 years or older, and
- ⓧ have left school, and
- ⓧ live or work in NSW, and
- ⓧ are an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen.

The NSW Government provides you with a fee subsidy and you [or your employer] contribute to the cost of your course. The amount you pay depends on your personal circumstances.

We will provide you with a personalised quotation before confirming your enrolment. The following examples show typical costs under this program for 2017 admissions with a Smart and Skilled subsidy:

Smart & Skilled Fee Subsidy	
If you are:	Your standard fee will be:
An eligible student and undertaking your first post-school qualification	\$1,580 [paid in instalments]
An eligible student and undertaking your second or subsequent post-school qualification	\$1,850 [paid in instalments]
A person [or the dependent of a person] receiving a specified Commonwealth Government benefit	\$240 concession fee
A person of Australian Aboriginal or Torres Islander heritage	No fees apply
A person who meets the disability fee exemption criteria	No fees apply
A person who is eligible for a concession and not older than 30 when your training starts	No fees apply
A person [or the dependent of a person] who is experiencing or has experienced domestic and family violence	No fees apply

Fee for Service

If you are not eligible for a Smart and Skilled Fee Subsidy, you may enrol as a full fee paying student.

Fee for Service Enrolment	
Item	Amount
Non-refundable administration fee	\$150
Tuition and assessment	\$2,745
Resources, which may include workbooks, learning materials and catering	\$600
Total Fee	\$3,495

You must pay for this course in instalments as the Centre cannot legally hold more than \$1,500 in advance payments for tuition at any time during your enrolment. We will negotiate a payment schedule with you before we confirm your admission.

Students undertaking correspondence study may pay unit by unit. The cost of each unit is \$350.

Other Fees and Charges

Item	Fee	Description
Qualification or Statement of Attainment Reissue	\$60 inc GST	Applies when ask us to reissue a replacement document.
Recognition of Prior Learning (RPL) Assessment <i>[only applies to fee-for-service enrolments]</i>	75% of current fee-for-service course or unit fee	<ul style="list-style-type: none"> The RPL Assessment Fee applies for each unit of competency in your application. If the total RPL fees exceed \$1,500 you must pay them by instalment – please contact us for an individual quote and payment schedule. If your RPL application is not successful, you may enrol in the course at the current course fee, less any fees you have already paid for your RPL application.
Credit transfer <i>[only applies to fee-for-service enrolments]</i>	25% of current fee-for-service course or unit fee	You may be eligible for credit transfer if you hold the same unit of competency from a previous qualification. Our staff can assist you to determine if you should apply for credit transfer or RPL.

Next Steps

To complete your enrolment, you may email us at admin@mybgc.org.au or phone us on 4942 3133. We will provide you with our Student Handbook, which covers the things you need to consider before choosing us as your training provider, such as our refund conditions, your rights and responsibilities and student policies and procedures.

We encourage you to call us to discuss your learning options and any questions you may have about studying at the Business Growth Centre.

For Further Information

Business Growth Centre
Training Administration Officer
 Business Growth Centre (NSW)
 48 Oakdale Road
 Gateshead NSW 2290
 P: 02 4942 3133
 E: admin@mybgc.org.au

Smart & Skilled Customer Contact Centre
 State Training Services
 P: 1300 772 104
 E: enquiries@smartandskilled.nsw.gov.au