



### **Qualification overview**

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.

### **Licensing/Regulatory Information**

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

<http://www.myskills.gov.au/courses/details?Code=BSB42015>

### **Core units**

BSBLDR403 Lead team effectiveness

BSBLDR401 Communicate effectively as a workplace leader

BSBLDR402 Lead effective workplace relationships

BSBMGT402 Implement operational plan

### **Elective Units**

Elective units will be selected at your information session based on job outcomes required

### **Duration**

Duration will vary according to individual schedule; however, the duration will range between 0.5 – 2 years

Schedules will be provided prior to commencement of training and assessment

### **Delivery mode**

Classroom based - includes face to face instruction, self-directed learning, simulated training, final assessment

**Location** -\*Schedule provided prior to commencement of training

Venues located at a hired aged care homes with access to workplace equipment

### **Award**

To be eligible for the award of the BSB42015 Certificate IV in Leadership and Management must successfully complete a total of 12 units made up of 4 electives and 8 core units.

Students who successfully complete this nationally recognised qualification will be awarded a certificate for: BSB42015 Certificate IV in Leadership and Management

A Statement of Attainment will be issued for any unit of competency deemed competent if the full qualification is not completed. Awards will be generated after successful completion of this course and full payment and a verified USI has been received

### **How will I be assessed for this course?**

All units within the qualification have assessment tasks, with set due dates for completion. Each unit of competency will vary however the following methods can be used but are not limited to the below:

- Written questions
- Case studies
- Projects
- Verbal questions
- observations

### **Employment pathway**

Coordinator (Business Operations), Distribution Centre Supervisor, Freight Administrative Supervisor, Frontline Sales Manager, Leading Hand, Line Manager, Production Supervisor, Sales Team Manager, Supervisor, Team Leader, Warehouse Team Leader, Analyst and any other related industry sectors such as:

Automotive Manufacturing, Business Administration, Business Services, Customer Service, Environmental Health, Environmental Management, Logistics, Manufacturing, Purchasing and Procurement, Retail Management, Retail Services, Services Industry, Transport and Warehousing and Storage

Visit for more information: <http://www.myskills.gov.au/courses/details?Code=BSB42015>

## Entry into the qualification

**Prior to commencement of training a pre-training interview (information session) will be conducted and learners must be assessed as meeting the following criteria**

- LLN levels - entry at ACSF 3 (core skills, reading, writing, listening, speaking, numeracy, digital literacy) level 3
- Be of at least 18 years of age

## RPL (recognition of Prior Learning) /Credit Transfer

RPL and credit transfer applies for this course

## Recognition of prior learning (RPL)

If recognition applies the student's overall duration will alter and a schedule of exemptions will be provided

## Credit transfer

If a certificate or statement of results is produced and verified, a credit transfer process will be initiated by Wentworth College in relation to the units as per the training plan.

If credits apply the overall duration will alter and a schedule of exemptions will be provided

## Fee for Service – No Government Subsidies

**Material Fee:** \$190.00 Inc. GST

**Enrolment Fee:** \$110.00 Inc. GST

**Tuition Fee:** \$5,200.00

**Total Payable:** \$5,500.00

## Smart and Skilled – NSW Government Subsidy

**Candidate has completed a qualification post school:** \$2,320.00

**Candidate has not completed a qualification post school:** \$1,990.00





**Eligible valid Health Care card holder:** \$240.00

**Traineeship:** \$1,000.00

\* Materials include: PowerPoint hand out, Learner guide/Student workbook, Simulated Project workbook, Text books, learning journal, workplace log book, assessments, /trainer/assessor

This training is subsidised by the NSW Government. Eligibility criteria applies. For any further information refer to the student handbook and information pack

## More information

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