



**BSB42015 CERTIFICATE IV IN
LEADERSHIP & MANAGEMENT
COURSE GUIDE**

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QUALIFICATION

BSB42015 Certificate IV in Leadership and Management

COURSE DATES

You may commence this program at any time as we have monthly scheduled starting dates for each unit of competency.

COURSE DURATION

This online course is offered fulltime over a 12-month period, or part-time over a 24-month period. Students will be provided the opportunity to commence the following units/subjects upon successful completion of the previous.

The Trainer will call you to conduct a Course Entry Interview and again once enrolled, to provide an overview of the online learning portal, and set your Training Plan. At this time, you may choose either a full-time or part-time program. You will set your Assessment due dates with your Trainer, entering them into the Training Plan. Course progression will be required.

ONLINE ASSISTED LEARNING

AEATS will provide you with your own login details for our online learning portal. The portal contains all the learning and assessment material. You will participate in group tutorials online and have access to our simulated workplace providing you with real business scenarios. Your dedicated Trainer will support you through your journey and set regular Zoom sessions and email you additional resources as required. You will need to supply your own Computer or Laptop with the following essential items:

- Reliable internet access
- Microsoft Word, Excel, PowerPoint and Email

COURSE OVERVIEW

Our BSB42015 Certificate IV in Leadership & Management has been designed for those individuals who are working in their chosen industry and would like to develop their leadership and management skills. It is strongly advised that you have experience in your chosen field.

AIMS OF THE COURSE

Our BSB42015 Certificate IV in Leadership & Management is a nationally recognised program designed for those who already hold a relevant qualification or previous relevant employment experience.

The course comprises of 12 units (*4 Core and 8 Elective*). Successful completion of this course requires the fulfillment of all 12 units of competency:

CORE UNITS

- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan

ELECTIVE UNITS

- BSBINN301 Promote innovation in a team environment
- BSBRSK401 Identify risk & apply risk management processes
- BSBWHS401 Implement & monitor WHS policies, procedures & programs to meet legislative requirements
- BSBWOR404 Develop work priorities
- BSBCMM401 Make a presentation
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBLED401 Develop teams and individuals
- BSBWRT401 Write complex documents

CREDIT TRANSFER

Individuals that hold a Certificate IV level qualification or similar may be eligible for credit transfer. During the enrolment process, complete the credit transfer application form, and forward along with clear copies of your qualifications. Please see the student handbook for further information.

RECOGNITION OF PRIOR LEARNING

Recognised Prior Learning (RPL) is a process where you can use your existing knowledge, skills and experiences gained through your employment history to demonstrate your competency in particular unit/s. When you apply for RPL, you are essentially saying '*I already know all about this unit, so I don't need training*'. RPL is an assessment process only and no training is provided. If you have previous experience in the qualification in which you are enrolling please discuss your RPL options with one of AEATS team.

ADMISSION CRITERIA

Applicants seeking entry into BSB42015 Certificate IV in Leadership & Management should meet the following criteria:

- Under 18 years old will require an additional notice of arrangement.
- Have successfully completed year 10 of secondary school or equivalent or be of mature age.
- Be able to use and respond to written language, including some unfamiliar material in a variety of contexts.
- Successfully complete a Language, Literacy and Numeracy test.
- Photo Identification.
- There are no prerequisite units of competence.
- Must be an Australian Citizen, Permanent Resident or hold a relevant study approved Visa.

FEES & FUNDING

FEE FOR SERVICE STUDENT	PAID IN FULL	PAYMENT PLAN OPTION
*Standard Fee: \$2,800.00	\$2,800.00	24 fortnightly payments of \$116.66

- Interest Free flexible payment plan options are available to suit the convenience of students.
- Student tuition fees are subject to change given the circumstances at enrolment. Please confirm with the AEATS enrolment team that you have the current course guide and tuition fee payment form.
- Please see the AEATS Student Handbook for relevant policies regarding fee payment and refund requests.

COURSE ASSESSMENT

Methods of assessment for this qualification cover a range of evidence gathering including written questions and answers and work-based projects.

POSSIBLE JOB OUTCOMES & COURSE PATHWAY

The BSB42015 Certificate IV in Leadership & Management is an appropriate qualification for people seeking work as a supervisor in any industry. Possible job outcomes are:

- Team Leader
- Supervisor
- Manager

Students who have successfully completed this course may consider the BSB51918 Diploma of Leadership & Management. Candidates may also like to progress to higher level qualifications within the business sector.

HOW TO APPLY

The AEATS team will provide you with an Enrolment Form, this Course Guide, the Student Handbook and a Tuition Payment Plan form. Return your completed application along with photo identification and any additional evidence required.

Once received, an AEATS team member will discuss with you, your individual needs and the course in which you are enrolling. You will then be directed to complete the Language, Literacy and Numeracy test. Once successfully completed, you will make your first payment and receive a confirmation of enrolment. Applicants must successfully complete each stage in order to enrol.

HAVE MORE QUESTIONS ABOUT YOUR STUDY OPTIONS?

Call Us: 1300 630 366

Email Us: info@aeats.com.au

Visit Our Website: <http://www.aeats.com.au/>