



BSB42015
Certificate IV in Leadership and
Management

Course Guide

Course Overview

Certificate IV in Leadership and Management (BSB42015) prepares students for team leadership and management roles in a wide range of organisational and industry contexts. You will gain the career enhancing knowledge and skills to lead a team, build customer relationships, communicate effectively as a leader, identify and manage risks, and actively participate in the operational planning process.

You will acquire valuable experience in establishing professional networks, financial reporting and workplace health and safety knowledge. Completion of the Certificate IV in Leadership and Management opens up a range of further study options, including specialist business diplomas, associate degrees, and it may assist in entry to further studies.

Mode of Delivery

Lyons College delivers the course using qualified and experienced trainers and assessors. The core strength of course delivery is that we only conduct face-to-face training. The training and assessment also include: seminars; tutorials; and supervised study.

Units of Competency

To be awarded BSB42015 Certificate IV in Leadership and Management, students must successfully complete a total of twelve (12) units of competency, comprising of: four (4) core units and eight (8) elective units.

Unit Code	Unit Title	Unit Type
BSBLDR401	Communicate effectively as a workplace leader	Core
BSBLDR402	Lead effective workplace relationships	Core
BSBLDR403	Lead team effectiveness	Core
BSBMGT402	Implement operational plan	Core
BSBMGT403	Implement continuous improvement	Elective
BSBFIA402	Report on financial activity	Elective
BSBWOR404	Develop work priorities	Elective
BSBCMM401	Make a presentation	Elective
BSBMKG413	Promote products and services	Elective
BSBWRT401	Write complex documents	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective
BSBLED401	Develop teams and individuals	Elective

Estimated course duration: 12 months

Entry Requirements

Lyons College programs are open to all students, although key requirements need to be satisfied.

Language, Literacy and Numeracy Requirement

This course requires you to read learner workbooks, complete a range of written assessments, undertake independent research activities and engage in forums and discussions. To demonstrate the necessary skills, each applicant will be required to complete a language, literacy and numeracy assessment.

Pre-Training Review Requirement

We will conduct a Pre-Training Review of an applicant's current competencies. The Pre-Training Review will:

- Identify any skills or competencies previously acquired to ascertain a suitable, and the most suitable qualification for each student.
- The student's existing educational attainment, capabilities, aspirations and interests. This will guide us to consider any future study or employment goals that the student has.
- Identify any barriers to learning and steps to overcome these.
- Ascertain that the proposed learning strategies and materials are appropriate for that individual.

Assessments

A variety of teaching, learning and assessment strategies are used to support course delivery to ensure theoretical and practical skills are achieved.

These may include but not limited to:

- Lectures discussions, and classroom activities
- Research & Project work
- Written Assessments

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment pathway, which the learners can utilise to gain recognition regarding the skills, knowledge and experience gained through work experience, life experience, training courses and work-based training. This is assessed against the evidence requirements of one or more units of competency.

The RPL process will suit the learners better if they have:

- Paid or unpaid work experience
- Skills and knowledge gained on the job
- Short courses and work-based learning
- Other life experience
- Prior formal training
- Community work experience
- Trade skills

The RPL process allows students to receive recognition under these circumstances and therefore enables them to focus more on areas where they need to achieve competency to gain their qualification. Students who believe they

already have some of the competencies in the course may apply for RPL. An essential requirement of RPL is that the student can prove that they currently have the required competencies.

The RPL assessor available for the learner will discuss with the learner about the different evidence required for RPL assessment. Some of the evidence that will be collected from the learners include:

- Work appraisals
- Job Descriptions
- Photos or actual work samples
- Resume and references
- In house training certificates
- Relevant formal qualifications
- Eye witness testimonials
- Informal RPL Interviews
- Observation at your workplace or a simulated workplace

Credit Transfer (CT)

Credit transfer involves granting credit for Units in which the student is already competent in partial or full completion of a qualification. Lyons College recognises qualifications and/or Statements of Attainment issued by other RTO's, however, it reserves the right to verify any qualifications submitted for authenticity. To apply for credit transfer, students must complete the Credit Transfer Application and attach copies of verified documents to support their application.

Fees

There are three possible options of how to fund the training:

1. Full-fee payment by student
2. Government subsidised
3. Concession

For Eligible Individuals, this training is delivered with Victorian and Commonwealth Government funding. Eligibility for Government subsidies is determined by your individual circumstances. To check if you are eligible, go to <http://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx>

We encourage individuals with disabilities to access training subsidised through the Skills First Program. Lyons College staff can also assist to check your eligibility and discuss the best option for you. Call us on **03 8648 6610** and we can assist you further. Visit www.lyons.edu.au for course fees and further information.

Career Outcome & Pathways

Successful completion means you are eligible to enrol into the BSB51918 Diploma of Leadership and Management, or a range of other Diploma qualifications.

Possible job outcomes may include but not limited to:

- Team Leader
- Supervisor
- Middle Manager
- Line Manager
- Management Roles
- Operations Coordinator



For further general information, please contact us. For registration, enrolment details and course enquiries visit our website www.lyons.edu.au, call 03 8648 6610, or visit us at Level 4, 303 Collins St Melbourne VIC 3000.