

Leadership and Management

BSB42015

Certificate IV in Leadership and Management



Course Length
8 terms (48 weeks)

Start Dates

2020

20 Jan, 2 Mar, 13 Apr, 25 May, 6 Jul, 17 Aug, 28 Sep, 9 Nov

2021

18 Jan, 1 Mar, 12 Apr, 24 May, 5 Jul, 16 Aug, 27 Sep, 8 Nov

Entry Requirement

Academic (preferred):

- Certificate III in Business or other relevant qualification
- Completed Year 11 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Course Fee 2020

\$5,600 total (\$700 per term)

Additional Fee

Enrolment fee \$200
Material fee \$200 per enrolment

OSHC (Overseas Student Health Cover)

- OSHC policy must cover the full period of your visa. Bupa is Bridge Business College's chosen provider.

For information on what you are covered for with Bupa's OSHC, please refer to www.bupa.com.au.

- All fees are quoted in Australian dollars (AUD\$).
- Enrolment Fee is non refundable.
- These courses and fees are correct at the date of publishing. This price list is subject to change throughout the year.
- Package courses with duration in excess of 96 weeks will be subject to price increase. Please refer to your offer letter before acceptance.
- For BBC course entry requirements, please refer to <https://www.bridgebc.edu.au/our-courses/>.
- For BBC refund policy, please refer to <https://www.bridgebc.edu.au/terms-conditions/>.
- If you require further information regarding the training, assessment and support services provided by Bridge Business College or about your rights and obligations, please visit our website <https://www.bridgebc.edu.au> or speak to one of our student services officers.

Nationally recognised, Australian Qualifications Framework standards, CRICOS 0101643



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.

Sample Timetable *

Note: Not all blocks are offered for every course.

	MON	TUE	WED	THU	FRI	SAT
Morning 8:00-12:00				Theory	Workshop	
Afternoon 12:30-16:30				Project	Project	
Evening 17:00-21:00						Campus Closed
	+ Enterprise Skills - 4 hours online study either on or off campus.					

* Schedule is a sample only and may vary.

Develop leadership skills

Career Outcomes

- Team Leader
- Production Supervisor
- Sales Team Manager
- Coordinator (Business Operations)



Program

Being a Leader

Communicate effectively as a workplace leader
(BSBLDR401)

Implement operational plan (BSBMGT402)

This module describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication and follow up to suit the audience, and how to implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required

Leading the Team

Lead effective workplace relationships
(BSBLDR402)

Lead team effectiveness (BSBLDR403)

This module defines skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members as well as how to plan and supervise the performance of the team and develop team cohesion.

Implementing your Plan

Implement continuous improvement (BSBMGT403)

Develop work priorities (BSBWOR404)

This module covers the organisation's continuous improvement systems and processes. It covers systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements. How to monitor and obtain feedback on own work performance and access learning opportunities for professional development.

Diversity in the Workplace

Mentor in the workplace (TAEDEL404)

Lead a diverse workforce (BSBLDR404)

This module describes the skills and knowledge required to establish and develop a professional mentoring relationship with an individual in a workplace. We also look at the behaviours, skills and knowledge required to lead a diverse workforce. It covers identifying, analysing and engaging with a diverse workforce to maximise the benefit of diversity to the organisation.

Identify and Manage Risk

Identify risk and apply risk management processes
(BSBRISK401)

This module describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

Promote Innovation

Promote innovation in a team environment (BSBINN301)

Develop teams and individuals (BSBLED401)

This module describes the skills and knowledge required to be an effective and proactive member of an innovative team. This module also describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

Managing Your Clients

Coordinate implementation of customer service strategies
(BSBCUS401)

Address customer needs (BSBCUS402)

This module describes the skills and knowledge required to advise, carry out and evaluate customer service strategies as well as how to manage an ongoing relationship with a customer over a period of time. This includes helping customers articulate their needs and managing networks to ensure customer needs are addressed.

Business Networks

Build client relationships and business networks
(BSBREL402)

Establish networks (BSBREL401)

This unit describes the skills and knowledge required to establish, maintain and improve client relationships and to actively participate in networks to support attainment of key business outcomes. We also cover the skills to develop and maintain effective work relationships and networks required by workers within an organisation as well as freelance or contract workers.

WHS Policies and Procedures

Implement and monitor WHS policies, procedures
and programs to meet legislative requirements
(BSBWHS401)

In this module students will learn the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

Note: Further course and study information is available on your orientation day.