

## BSB42015 Certificate IV in Leadership and Management

CRICOS Code: 093543K

**General:** 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.

**Entry requirements:** Prospective students are required to complete the Pre-Training Interview form, to the satisfaction of ITHEA. You will also need to provide evidence of your English language proficiency. ITHEA will accept the following minimum English language test score:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass**	N/A	N/A

\*The TOEFL paper based test will only be accepted from limited countries

\*\*The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

The test must have been taken no more than two years before you apply for your student visa.

ITHEA may also consider any English Language tests taken in Australia.

**Vocational or educational outcomes:** Students can go into a range of employment options.

Occupations may include Leading Hand, Sales Team Coordinator or Team Leader.

**Job outlook:** Please refer to the Australian Government Job Outlook site for job prospects for an Office Manager.

129,200 persons were employed as Office Managers in 2015. Job openings over the next 5 years are expected to be between 25,001 and 50,000. Source: Department of Employment 2017.

**Assessment:** Assessment methods allow for the gathering of sufficient quality evidence about the student's performance. Methods used include question and answer, activities, presentations, case studies and projects.

### Core Unit

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

### Elective Units

Unit Code	Unit Descriptor
BSBCMM401	Make a presentation
BSBFIA402	Report on financial activity
BSBINM401	Implement workplace information system
BSBRSK401	Identify risk and apply risk management processes
BSBITU401	Design and develop complex text documents
BSBRES401	Analyse and present research information
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities

### Course

**duration:** 40 weeks full time including holidays and orientation

**Enrolment fee:** \$250 (non-refundable)

**Materials fee:** \$300

**Course Tuition:** \$7,300