

# Local Students

## BSB42015 Certificate IV in Leadership and Management

**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 a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Interview, administered by and to the satisfaction of ITHEA and be at least 18 years of age.

**Vocational 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.

**Delivery and assessment:** We offer students the flexibility of choosing between online learning or classroom delivery. 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:** 9 months

This Training is delivered with Victorian and Commonwealth Government Funding. Eligibility criteria apply. People with disabilities are encouraged to apply.