

# FACT SHEET

## Certificate IV in Leadership and Management

### BSB42015



The National Finance Institute

National Provider Number: 31203



#### **What is this course?**

Our Certificate IV in Leadership and Management course is designed for people moving into supervisory positions or those who have developed supervisory experience and want formal recognition of their skills and knowledge. The course is offered through the flexibility of 100% online learning although we do offer printed manuals as an option to accompany online access. This generic management qualification is relevant across a wide variety of industries and you have the option of enrolling in all units or you can study one unit at a time.



#### **Can I choose the Units I prefer?**

**12 Units** of competency are required to be completed in order to fulfil the qualification requirements, comprising of 4 Core Units and 8 Elective Units. 4 Elective units must be selected from the Group A units listed below. Plus, 4 Elective units should be selected from either Group A units or Group B units listed below. Units should be relevant to your desired work outcome and industry requirements. Once you have picked your preferred units, fill in the Unit Chooser Form on our website and email this to us.

#### **Core Units**

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

#### **Elective Units**

##### **Group A**

BSBFIA402	Report on financial activity
BSBINN301	Promote innovation in a team environment
BSBLDR404	Lead a diverse workforce
BSBMGT403	Implement continuous improvement
BSBREL402	Build client relationships and business networks
BSBRSK401	Identify risk and apply risk management processes
BSBWOR404	Develop work priorities
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

##### **Group B**

BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBCRT401	Articulate, present and debate ideas
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBINM401	Implement workplace information system
BSBLED401	Develop teams and individuals
BSBMGT401	Show leadership in the workplace
BSBMGT404	Lead and facilitate off-site staff
BSBMGT407	Apply digital solutions to work processes
BSBMKG413	Promote products and services
BSBPMG522	Undertake project work
BSBRES401	Analyse and present research information
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWRT401	Write complex documents

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***Do I need to do the units in a certain order?***

You can complete the 12 Units in any order you prefer. We do recommend that you complete the 4 core units listed first.

***Is the course nationally recognised?***

Yes, the BSB42015 Certificate IV in Leadership and Management is recognised under the Australian Quality Training Framework and is delivered by The National Finance Institute as a Registered Training Organisation (RTO), national provider number 31203.

***What are the entry requirements / pre-requisites?***

Sufficient written and verbal English language skills, basic word processing skills and some experience in either leading or supervising a team. There are no formal pre-requisites for this qualification.

***What qualification could I continue with after I complete this course?***

Pathways from the qualification could include:

- BSB51915 - Diploma of Leadership and Management

***When can I start the course?***

Commencement via Online E-learning can commence at any time you desire. Simply complete the Enrolment Online process to get started. Once we have your details and your completed Unit Chooser Form, your login details will be forwarded by email within two days (usually same day). Online E-learning students will access the course via our dedicated 24/7 online e-learning platform.

***What materials/equipment do I need?***

Access to a computer is required with Word Processing software of some kind. There are no text books required. Online students have the option of ordering the hard copy of the training units at an additional cost of \$30 per unit plus postage.

***What is the assessment process?***

There is no requirement for any face-to-face assessment. The assessment tasks are all provided online, to be completed after you have studied each section within the unit. Assessment activities include written activities, written questions and some projects. All of your assessments are to be submitted through the online platform. Once you submit your assessments your trainer/assessor will automatically be notified and will assess your activity providing comments for you to access online. If you are not graded as competent on your first submission, your trainer will provide feedback in order that you can resubmit your answer.

***How long will this course take to complete?***

When enrolling in the full qualification you are given a maximum of 12 months for the completion of your studies (your enrolment deadline). Trainees are also able to enrol into single units of competence ie. you can purchase and study one unit at a time. When enrolling into 1 unit of competence you are given an enrolment deadline of 3 months. Study can however be completed at your own pace and before your enrolment deadline.

***What career opportunities will it provide on completion?***

Job opportunities and their titles vary across different industry sectors. A possible job title relevant to this qualification is "Team Leader", "Supervisor" or "Manager".

***How much does the course cost?***

The full BSB42015 course via online e-learning mode is \$1,445 per student

This cost is fully inclusive of trainer support, assessment and certificate delivery. There is no GST component.

Discounts may be available for group bookings. Hard copies of the units are available at \$30 per unit + postage.

***Are any subsidies available to assist with payment?***

Trainees registered with Centrelink may wish to check with their job service provider as to whether assistance with course fees may be possible. In addition, the Australian Government provides a range of incentives to employers for employing an apprentice or trainee. Australian Apprenticeships (the term given to traineeships) are available in over 600 different occupations, some part-time and some full-time (including some for mature age workers). Existing employees can also benefit through the traineeship scheme assisting employers to upskill their employees. It is recommended that employees discuss options with their employer or visit the traineeship website: <http://www.australianapprenticeships.gov.au/>.

***Are there workshops for this course?***

This course is provided through online e-learning or in combination with printed material. It is not available through a face-to-face workshop. However you are allocated a trainer from the moment you commence so full support is available online, should you require it.

***How will I be notified of my results?***

To pass an assessment task you must be given the status of "competent" by your trainer. This will occur after you have submitted the tasks for each unit. You do not need to wait for any assessment to be marked before continuing on with your next unit. Once you have been graded as Competent for every unit in which you are enrolled, you will then be eligible to receive your qualifying Certificate.

***What will I receive?***

Successful completion of all units entitles the trainee to the nationally recognised, qualifying BSB42015 Certificate IV in Leadership and Management qualification. A transcript of the unit competencies achieved will also be provided with the Certificate. Both the Certificate and the transcript should be retained in a safe place.

***Can I apply for RPL?***

Yes, for those who have relevant experience or who have completed other training, recognition of prior learning (RPL) is available. An application form and further information is available on the NFI website under Forms or you can request RPL information be emailed, should you wish to apply. RPL fee is \$995. RPL may be combined with Credit Transfer and study of units to a maximum fee of \$1,445.

***How do I apply?***

Complete the enrolment through the [financeinstitute.com.au](http://financeinstitute.com.au) website. Then email us your completed Unit Chooser Form. You will then receive confirmation that we have received your enrolment and any other details necessary. Your receipt for payment will be forwarded separately. Your login details for each unit will be emailed so you can begin straight away if you wish.

***Can I speak to someone about the course?***

Yes, certainly. Please call Client Services on 1300 765 400 – we'd be delighted to hear from you. Alternatively, you will find more about us on our website at [www.financeinstitute.com.au](http://www.financeinstitute.com.au)