Certificate IV in Leadership and Management
Course Code: BSB42015-01V01 | Nationally Recognised Training

BUSINESS ONLINE

This course is for people who need the skills to take the first line of management in a wide range of organisational and industry contexts. You may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions.

Course delivery
This online program allows you to complete your Certificate IV in Leadership and Management within one year. Studying online, anywhere, anytime, means you can control your own learning at a pace you are comfortable with. A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Course structure
This course requires completion of twelve (12) units of competency. The units delivered in this course are:

- BSBBLDR401 Communicate effectively as a workplace leader
- BSBSUS301 Implement and monitor environmentally sustainable work practices
- BSBMGT402 Implement operational plan
- BSBBLDR403 Lead team effectiveness
- BSBRSK401 Identify risk and apply risk management processes
- BSBFIA402 Report on financial activity
- BSBMKG413 Promote products and services
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBWH5401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBBLDR402 Lead effective workplace relationship
- BSBINN301 Promote innovation in a team environment
- BSBCUS402 Address customer needs

Unlock your potential. It starts here. Call 131 674 or visit nsi.edu.au/studyonline
Assessments
A range of assessment methods are used in this course. These may include case studies, projects, practical exercises and reports, each providing you with a portfolio of work experience.

Career Opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as a team leader, supervisor or line manager, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.

Career pathways
Students who complete this course may continue with a pathway that leads to a Diploma or Advanced Diploma course from the Business Services Training Package. Completion of the Diploma or Advanced Diploma may lead to direct entry into the Australian Catholic University or Macquarie University or you may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at the Northern Sydney Institute’s Crows Nest Campus. For further information about our degree programs go to nsi.edu.au/degreeprograms.

Recognition of Prior Learning
TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited towards a course of study. Your online program will provide you with information on assessing your own skills against the qualification. For further general information call 131 674 or go to nsi.edu.au/recognition.

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4518.

Terms and Conditions
Registration and payment are required to confirm your place and must be received before you commence your online studies.

No refunds are given once you are enrolled. However, a substitute may participate in your place. If a course is cancelled you are entitled to a full refund.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at August 2015.

FOR MORE INFORMATION
Phone: (02) 9448 4518
Email: nsi.onlinecourses@tafensw.edu.au
The Northern Sydney Institute, part of TAFE NSW

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