



BSB42015

Certificate IV in
**Leadership &
Management**

Combined Team Services

RTO Provider No: 50995

Course Information

By studying the Certificate IV in Leadership and Management you will gain the knowledge and skills that a developing or existing frontline manager requires. This course provides the individual with the skills to effectively performance manage others, apply their interpersonal skills and lead a team to success. This qualification is available as a traineeship so state and federal incentives may be available.

Course Details and Duration

Delivered via flexible learning with 12 units for completion.

In class workshops available for some units.

12 months to complete all units (up to 36 months for a traineeship).

Manager (Level 4) available via a training contract.

CTS can adjust the training to suit the individual's need and their workplace.

Methods of Delivery

Complete all units via a training contract on the job.

Attend our 2 day Key Management Skill Set to get you started on up to 3 units followed by completion via flexible learning.

Attend our 3 day Team Leader Skill Set to start on the 4 core units followed by completion via flexible learning.

Complete via mixture of flexible learning and classroom learning with ongoing support from CTS trainers.

Recognition of Prior Learning (RPL) available.

Fees – (Fee for Service) 2020

Tuition Fees: \$350 per unit

Resource Fees: \$22.00 per unit

Credit Transfer: \$0.00

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.

A full breakdown of fees will be provided prior to commencement once unit selections have been made.

Units of Study



Typical learning objectives

- Develop key skills needed to lead teams and individuals
- Apply continuous improvement systems and processes
- Review organisational safety and risk management drivers
- Create an innovative work team environment
- Ensure operational effectiveness
- Align work priorities with organisational objectives

Core Units

BSBLDR401 Communicate effectively as a workplace leader

BSBLDR402 Lead effective workplace relationships

BSBLDR403 Lead team effectiveness

BSBMGT402 Implement operational plan

Group A Electives

BSBMGT403 Implement continuous improvement

BSBINN301 Promote innovation in a team environment

BSBRISK401 Identify risk and apply risk management processes

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

BSBWOR404 Develop work priorities

Plus choose any 3 units from this list

BSBMGT401 Show leadership in the workplace

BSBCUS402 Address customer needs

BSBLED401 Develop teams and individuals

BSBMGT404 Lead and facilitate off-site staff

BSBMKG413 Promote products and services

BSBPMG522 Undertake project work

BSBRELE401 Establish networks

BSBRES401 Analyse and present research information

Alternative units can be chosen in consultation with CTS. If applying for a credit transfer and your unit is not on this list, contact us to discuss your options.

It's easy to enrol!

We do our very best for all our clients and always try to improve the employability of everyone we deal with. Before you enrol please read our student handbook and browse our site to find out more about the training and development solutions we offer. We want to make sure you choose the right course for you.

Once you have made your decision, or if you need help to decide; email, phone or complete an enquiry form and we will contact you to discuss your study options. If you want to register for one of our courses you can use our online booking form.

We will not enrol you in a Nationally Recognised Qualification without checking first that

- you meet the entry requirements
- you know the cost
- it is a qualification, skill set, unit of competence that is appropriate for you
- you are aware of what resources you will need to successfully participate
- you understand the amount of learning required and how you will be assessed

All candidates have the full support of our resources and trainer who will be in regular contact via phone, email, skype or face to face scheduled appointments for coaching and support.

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COMBINED TEAM SERVICES
CUSTOM TRAINING SOLUTIONS