



BSB42015 Certificate IV in Leadership and Management

Information Booklet

MSA Training and Professional Development
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MONASH STUDENT ASSOCIATION
Training and Professional
Development

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MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs.

www.msatraining.edu.au

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.



MONASH STUDENT ASSOCIATION
Training and Professional
Development

Monash Student Association (Clayton) Inc.
RTO No. 21526

Program Information

MSA Training and Professional Development works in collaboration with industry and training specialists to develop a program that is flexible and relevant to industry needs.

All courses are delivered as classroom-based courses and all sessions are held on our Clayton campus. Throughout your learning program you will cover a variety of knowledge and skills and be given activities and assessments to complete both within the classroom and at home.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

Contacts



Course enquiries:
Customer Service Officer
msa-monashtraining@monash.edu
03 990 53180



Group bookings:
Jessica O'Donovan
Professional Development Officer
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BSB42015 Certificate IV in Leadership and Management

Course description

The BSB42015 Certificate IV in Leadership and Management is a highly sought after qualification for individuals working as developing and emerging leaders and managers.

This course will teach you how to take on responsibility as an individual as well as provide leadership and guidance to support others. Learn how to apply solutions to a defined range of problems and analyse and evaluate information from a variety of sources while monitoring the output of their team.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader
- Office Manager

Why study this course?

This course has been developed to provide skills and knowledge for:

- Communication
- Teamwork
- Problem-Solving
- Initiative and enterprise
- Planning and Organising
- Self-management
- Learning
- Technology

Where can I study this course?

This course is available at:

- Monash University in Clayton
- At your workplace – Group Training

Entry requirements

It is advised that you have completed a Certificate III level qualification or equivalent however not necessary. Past work experience or a current job role in leadership or management is highly recommended.

You need to have average English reading and writing skills, or higher. You will need access to a computer and the internet

Students who are not confident using computers are welcome to enrol in one of the short computer courses provided by MSA Training and Professional Development.

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. For those with difficulty filling out the LLN form MSA Training and Professional Development offers a beginners ESL and individual ESL classes. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you.

Pathways

After achieving this qualification candidates may undertake a qualification at Diploma level (eg. Diploma of Leadership and Management) which would be a suitable training pathways and would support career progression.

Course syllabus

This qualification contains 12 units of competency.

Unit of competency	What you will learn
BSBWOR404 - Develop work priorities	<ul style="list-style-type: none"> Plan and complete own work schedule Monitor own work performance Co-ordinate professional development
BSBMGT401 – Show leadership in the workplace	<ul style="list-style-type: none"> Model high standards of management performance and behaviour Enhance organisation’s image Make informed decisions
BSBLDR403 – Lead team effectiveness	<ul style="list-style-type: none"> Plan to achieve team outcomes Lead team to develop cohesion Participate in and facilitate work team Liaise with management
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	<ul style="list-style-type: none"> Create opportunities to maximise innovation within the team Organise and agree effective ways of working Support and guide colleagues Reflect on how the team is working.
BSBLDR401 – Communicate effectively as a workplace leader	<ul style="list-style-type: none"> Identify context for communication Clarify message and engage communication Take follow-up actions
BSBMGT403 – Implement continuous improvement	<ul style="list-style-type: none"> Implement continuous improvement systems and processes Monitor and review performance Provide opportunities for further improvement
BSBCMM401 – Make a presentation	<ul style="list-style-type: none"> Prepare a presentation Deliver a presentation Review the presentation
BSBMKG413 – Promote products and services.	<ul style="list-style-type: none"> Plan promotional activities Coordinate promotional activities Review and report on promotional activities
BSBCUS401- Coordinate implementation of customer services strategies	<ul style="list-style-type: none"> Advise on customer service needs Support implementation of customer service strategies Evaluate and report on customer service
BSBMGT402 - Implement operational plan	<ul style="list-style-type: none"> Implement operational plan Implement resources acquisition Monitor operational performance
BSBLDR402 – Lead effective workplace relationships	<ul style="list-style-type: none"> Collective, analyse and communicate information and ideas Develop trust and confidence as leader Develop and maintain networks and relationships Manage difficulties into positive outcomes
BSBRISK401 – Identify risk and apply risk management	<ul style="list-style-type: none"> Identify risk Analyse and evaluate risk Treat risks Monitor and review effectiveness of risk treatment/s

Timetable

The nationally recognised course is 16 weekly sessions.

This timetable and the order of units is subject to change. Please speak to the office for more information or to confirm dates.

Class and study estimated times

Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Indicative nominal hours are a **guide only** and will depend on individual units of competency and time spent on classroom learning, private study, reading, research, group activities and working on assessments.

Total nominal hours: 520

Total class hours: 84 hours

Study hours per week: 12.5 hours per week

Work Placement: Nil

Completion of post-course assessment: 200 hours

Additional Support Days: 21 hours

You have 10 weeks after each unit to hand in your assessment. Extensions granted for special circumstance applications only.

Materials

Students will need access to a computer, internet and printer for the purposes of research and completing assessments. All students are provided with textbooks and activity books for each unit.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook

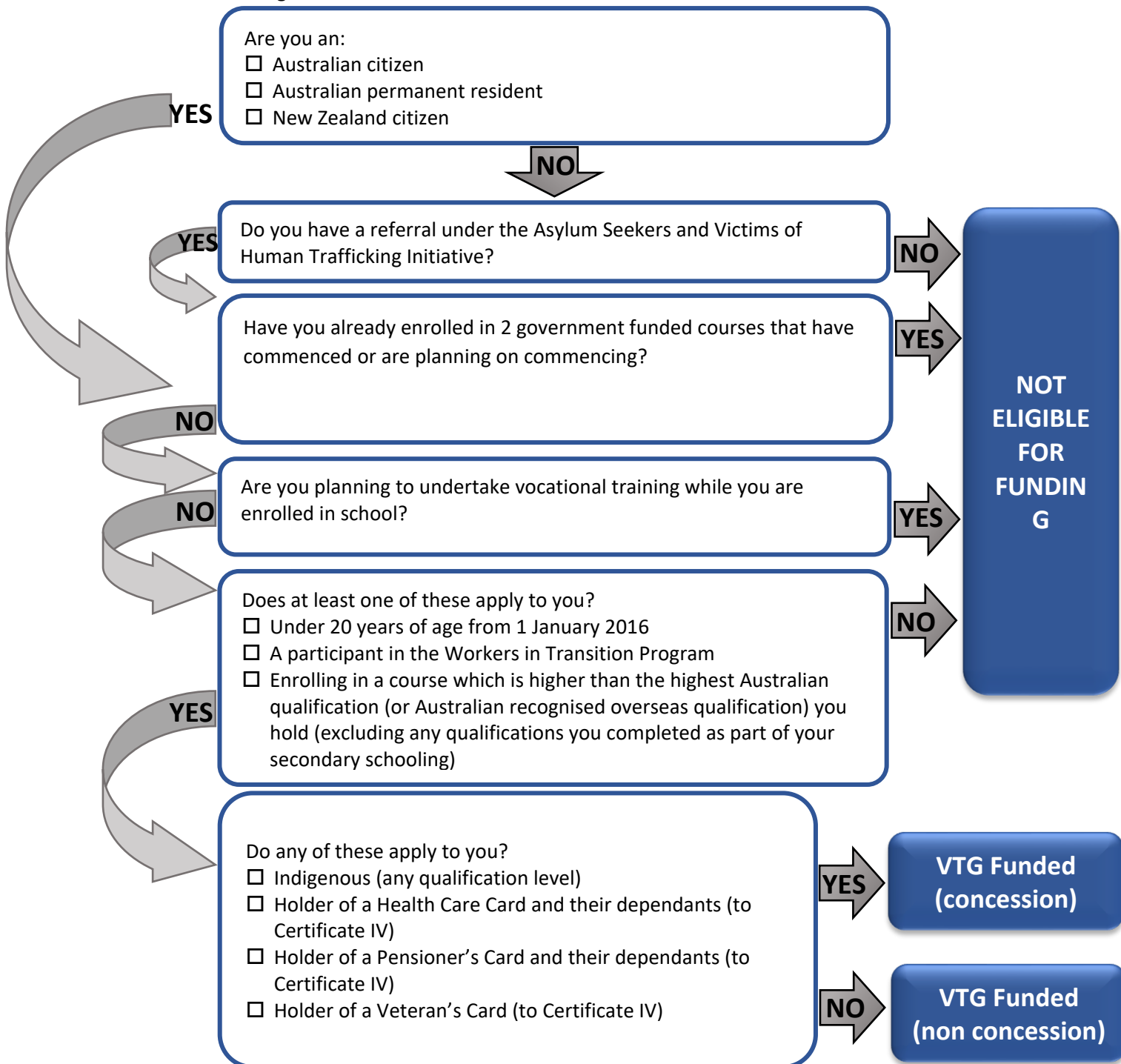
Austudy / Abstudy approved

This course is Austudy/Abstudy approved, please speak with Centrelink for application details and to check if you are eligible

Fees

Government funding

This training is delivered with Victorian and Commonwealth Government funding under the Victorian Guarantee program. Please use the flowchart on the next page to check your eligibility for Government funding.



Statement of Fees

	Government Funded				Non-funded			
	Full		Concession		Full		Concession	
Total nominal hours	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee
560	\$0.90	\$504.00	\$0.18	\$100.80	\$5.54	\$3,100.00	\$5.18	\$2,900.00

Course fees must be made prior to course commencement. Up to \$1000 will be taken as a deposit for upfront payments, with the balance to be automatically deducted on the first day of the course.

Payment plans

Credit card payment plans are available to assist student in paying for their tuition. Please see below for further details.

Installation	Funded Concession	Funded Full Fee	Non-Funded Concession	Non-Funded Full Fee
Deposit at enrolment	\$100.80	\$504	\$400	\$600
Week 2			\$250	\$250
Week 3			\$250	\$250
Week 4			\$250	\$250
Week 5			\$250	\$250
Week 6			\$250	\$250
Week 7			\$250	\$250
Week 8			\$250	\$250
Week 9			\$250	\$250
Week 10			\$250	\$250
Week 11			\$250	\$250
Total	\$100.80	\$504	\$2,900	\$3,100

Additional fees

Transfer fee	\$35
Refund fee	\$300
Re-Print of Certificate	\$22
Assessment extension per unit	\$30

How to enrol

- Before you come in, make sure you have read and understood all the information in this handbook and in the course information booklet and ensure you meet the pre-requisites or other conditions of enrolment
- Complete enrolment form at home.
- To submit your enrolment, YOU need to bring it into MSA Training and Professional Development, Room 159, level 1, 21 Chancellors Walk, Monash University Clayton. NO enrolments will be accepted via email or post (This process will take up to 30 minutes, please allow time for this).

When you come into MSA Training and Professional Development, please bring ORIGINALS* of the following with you:

- Your completed enrolment form
- A current Driver License; or a current Learner's Permit; or a Proof of Age/'Keypass' card
- Medicare Card or,
- A current passport (Australian or New Zealand) or
- Birth Certificate or
- Naturalization certificate or
- Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence or
- A signed declaration by a relevant referee.
- Credit card details if you wish to make part payments
- Any relevant concession cards, healthcare cards, pension cards etc.

While your enrolment is being processed you will be required to complete a pre-training review and language, literacy and numeracy assessment. This must be done in person and completed by you, any such assessments not completed in the presence of a staff member will not be accepted.

Discuss government funding, concessions or payment plans with staff and make appropriate arrangements for the payment of fees. Please note we do not take cash payments.

Please allow sufficient time for your enrolment to be processed. This process generally takes half an hour.

Please arrive prior to 4:00pm (Mon-Thurs), 2:00pm (Fridays) and 11:00am (Saturdays) to ensure adequate time for your enrolment to be processed before the office closes for the day.

*if you are unable to bring originals, only certified copies will be accepted.