



BSB40520 Certificate IV Leadership and Management Combined Team Services RTO Provider No 50995

Cert IV Leadership and Management

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 in Bunbury are 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 "Fundamentals of Effective Team Leadership" to get you started on 2 core units then complete the remaining units via flexible online learning.
- Complete via mixture of online learning and classroom learning with ongoing support from CTS trainers or complete entirely online.

Recognition of Prior Learning (RPL) available.

Fees – (Fee for Service) 2024

Tuition Fees: \$350 per unit

Resource Fees: \$5.50 per unit

Credit Transfer: \$0.00

Students purchase text books as required depending on units selected.

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.

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

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.

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.

Packaging Rules – 5 Core Units plus 7 electives

Core

- BSBLDR411 Demonstrate leadership in the workplace
- BBLDR413 Lead effective workplace relationships
- BSBOPS402 Coordinate business operational plans
- BSBXCM401 Apply communication strategies in the workplace
- BSBXTW401 Lead and facilitate a team

Group A Electives – Pick a minimum of 4

- BSBPEF402 Develop personal work priorities
- BSBCMM412 Lead difficult conversations
- BSBLDR412 Communicate effectively as a workplace leader
- BSBSTR502 Facilitate continuous improvement
- BSBCRT411 Apply critical thinking to work priorities

Additional Electives

- BSBWRT411 Write complex documents
- BSBPEF502 Develop and use emotional intelligence
- BSBHSR417 Support human resource functions and processes

Alternative electives may be chosen in consultation with CTS.

Language, literacy, numeracy and digital skills (LLND)

Students must have sufficient language, literacy, numeracy and digital (LLND) skills to be able to read, write, speak, listen, complete calculations and use digital technology at an appropriate level based on the course requirements. Where LLND is determined to be less than the standard requirement, students (and where applicable, employers) are notified of the LLND requirement needed to be addressed, prior to commencement of training and assessment program.

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

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COMBINED TEAM SERVICES
CUSTOM TRAINING SOLUTIONS