

NEW!

BSB42015

# CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

This qualification provides skills and knowledge for an individual to be competent in the role of developing and emerging leader and manager in a range of enterprise and industry contexts. Individuals who complete this qualification will learn how to provide leadership, guidance and support to others along with responsibly organising and monitoring the output of their team. They will also be able to apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

#### Potential career:

- Team Leader
- Supervisor
- Coordinator
- Leading Hand



## Skills you will be developing:

- Leadership skills
- Organising and monitoring skills
- Problem solving skills

## Qualification Structure

4 Core units & 8 Elective units. (Total 12 units)

TERM	UNIT NAME
01	+ Communicate Effectively as a workplace Leader + Lead Team Effectiveness + Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements
02	+ Lead Effective Workplace Relationships + Implement Operational Plan + Promote Innovation in a Team Environment
03	+ Develop Work Priorities + Identify Risk and Apply Risk Management Processes + Make a Presentation
04	+ Address Customer Needs + Show Leadership in the Workplace + Implement and Monitor Environmentally Sustainable Work Practices



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BSB51915

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals who will apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level will learn how to display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They will also learn to use communication skills to support individuals and teams to meet organisational or enterprise requirements. This qualification will make the individuals competent to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

#### Potential career:

- Managers of various types
- Supervisor



#### Skills you will be developing:

- Leadership skills
- Team management skills in the area of planning, organising, analysing information and problem solving
- Applying communication skills in management process

#### Qualification Structure

4 Core units & 8 Elective units. (Total 12 units)

TERM	UNIT NAME
01	+ Manage People Performance + Manage Business Document Design and Development + Manage Operational Plan
02	+ Develop and use Emotional Intelligence + Lead and Manage Effective Workplace Relationships + Manage Meetings
03	+ Manage Budgets and Financial Plans + Support The Recruitment, Selection and Induction of Staff + Manage Risk
04	+ Lead and Manage Team Effectiveness + Manage Quality Customer Service + Undertake Project Work



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BSB61015

# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives to respond to complex problems.

#### Potential career:

- Managers of various types
- Senior managers



#### Skills you will be developing:

- Developing leadership skills
- Management skills in the area of communication, solving problems, making and executing strategic decisions for business
- Organisational change management skills

#### Qualification Structure

4 Core units & 8 Elective units. (Total 12 units)

TERM	UNIT NAME
01	+ Provide Leadership across the Organisation + Lead and Manage Organisational Change + Manage Knowledge and Information
02	+ Develop and Implement Strategic Plans + Develop and Implement a Business Plan + Manage Finances
03	+ Manage the Marketing Process + Manage Market Research + Develop Workplace Policy and Procedures for Sustainability
04	+ Manage Innovation and Continuous Improvement + Develop a Marketing Plan + Develop, Implement and Maintain WHS Management Systems

