


Course Brochure – BSB40215 Certificate IV in Leadership and Management (CRICOS Course Code: 097836J)

Course details	
Provider Name	Sarry Institute
RTO Code	45037
CRICOS Code	03550A
Location of course	Level 1, 20 Queen Street, Melbourne VIC 3030 (location to be approved by ASQA)
Delivery mode	Face to face (Classroom based)
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week <i>(may be more or less depending on learner's pre-existing skills and knowledge)</i>



NATIONALLY RECOGNISED
TRAINING

BSB40215 Certificate IV in Leadership and Management

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

Course Entry Requirements:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Sarry Institute requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level of at least 5.5 or equivalent or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 12 or equivalent
- Are at least at age of 18 on the date of course commencement

Please Note: all the students commencing this course are required to complete LLN test on the orientation day to assist Sarry Institute to identify student's needs for additional support during their study with Sarry Institute.

Pathways:

Once students have successfully completed BSB42015 Certificate IV in Leadership and Management, they can apply for various roles across entry level positions that have responsibility for the work of other staff and work with teams.

The further study pathways available to students who undertake this qualification include:

- BSB51918 Diploma of Leadership and management
- Other Diploma or Advanced Diploma programs in related fields such as business, management, marketing.

Course Structure:

A total of 12 Units (4 Core and 8 electives) must be completed and deemed competent to achieve the qualification BSB42015 Certificate IV in Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBLDR401	Communicate effectively as a workplace leader	Core
BSBLDR402	Lead effective workplace relationships	Core
BSBLDR403	Lead team effectiveness	Core
BSBMGT402	Implement operational plan	Core
BSBFIA412	Report on financial activity	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBRSK401	Identify risk and apply risk management processes	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective

Code	Title	Core/ Elective
BSBCMM410	Make a presentation	Elective
BSBCUS402	Address customer needs	Elective
BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective
BSBPMG522	Undertake project work	Elective

Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Recognition of Prior Learning (RPL)/Credit Transfer (CT)

Sarry Institute will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Sarry Institute has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Fee information

Please contact Sarry Institute at +61 3 8742 2131 for further details and ongoing specials (if applicable) on pricing. Please refer to Fee and Refund Policy for further details on fees and refunds arrangements

Further Information

Contact the Administration Manager at info@sarryinstitute.com.au or +61 8742 2131 or refer to www.sarryinstitute.au for further information.