

UNIT SELECTIONS

BSB42015 Certificate IV in Leadership and Management

LEARNER'S NAME: _____

DATE: ___/___/___

- Delivery method:** Work-based Classroom blended Online / Distance blended
- Resource type:** Online: Student has access to a computer/laptop and the Internet
OR
 Paper-based: Only available upon special request (e.g. no computer/Internet etc.)
- Computer skills:** Beginner Intermediate Advanced

PREREQUISITES

There are no entry requirements for this qualification.

QUALIFICATION RULES

12 units are required for this qualification; consisting of **4 core unit** and **8 elective units**

- 4 units must be selected from Group A
- 4 units may be additional units selected from Group A or Group B
- If not listed below, 1 unit may be from any currently endorsed Training Package or accredited course at Certificate IV level or above.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

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CORE UNITS: The 4 units below are compulsory

- BSBLDR401 Communicate effectively as a workplace leader
 BSBLDR402 Lead effective workplace relationships
 BSBLDR403 Lead team effectiveness
 BSBMGT402 Implement operational plan

Elective Units

Group A Electives: Please select 4 units from the below listed electives

- BSBFIA402 Report on financial activity *
 BSBINN301 Promote innovation in a team environment
 BSBMGT403 Implement continuous improvement
 BSBRSK401 Identify risk and apply risk management processes *
 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
 BSBWOR404 Develop work priorities

Group B Electives: Please select 4 units from the above Group A or below Group B electives (If not listed below, 1 unit may be from any currently endorsed Training Package or accredited course at Certificate IV level or above).

- BSBADM409 Coordinate business resources
 BSBCMM401 Make a presentation
 BSBCUS401 Coordinate implementation of customer service strategies
 BSBCUS402 Address customer needs
 BSBCUS403 Implement customer service standards
 BSBLED401 Develop teams and individuals

BSB42015 Certificate IV in Leadership and Management: Unit selections

- BSBMGT401 Show leadership in the workplace *
- BSBMKG413 Promote products and services *
- BSBRES401 Analyse and present research information
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBWRT401 Write complex documents *

Office Only:

Resources: Precision (paper-based), Didakso-Precision (online)

*Resources coming soon