



BSB42015 Certificate IV in Leadership and Management

Study Location

Academies Australasia Polytechnic
Level 7, 628 Bourke St,
Melbourne, VIC 3000, Australia

Course Name

Certificate IV of Leadership &
Management

Course TGA Code BSB42015

Course CRICOS Code 091401G

Delivery Period

(Including Holidays)
Total: 2 Terms (6months)

Provider CRICOS Number

02439G

Contact Hours (per week)

International Students:
Minimum 20 hours/week

Domestic Students:

Blended learning available

Study Requirements

12 Total units:
4 core units & 8 electives

Administration Fee:

\$200 (1 program)
\$300 (2 or more programs)

2017 Tuition Fee (AUD)

International Students:
AUD \$4,500

Material Fee: AUD\$100

Swipe Card (Refundable): AUD\$100

2017 Overseas Student Health Cover

\$712 / year (SINGLE)

2017 Intake Dates:

9 Jan, 10 Apr, 3 July, 25 Sept

2017 Mid-Term Intake Dates:

20 Feb, 15 May, 7 Aug, 30 Oct

2017 Annual Living Expenses (Guide for International Students)

\$18,610 / year (estimate)

**NOTE: Fees and units may subject
to change**

“Transferrable Skills in a Competitive Market”

Course Outline

The BSB42015 Certificate IV in Leadership and Management reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

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 Requirements

There are no prerequisite requirements for individual units of competency. The BSB42015 Certificate IV in Leadership and Management consists of 12 units of competency delivered, being 04 Core Units and 08 Elective Units, as below:

Code	Core Units
BSBLDR401	Communicate effectively as a workplace leader
BSBMGT402	Implement Operational Plan
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
Code	Elective Units
BSBWOR404	Develop work priorities
BSBRSK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBLDR404	Lead a diverse workforce
BSBCMM401	Make a presentation
BSBMKG413	Promote products and services
BSBMGT401	Show leadership in the workplace
BSBPMG522	Undertake Project Work

Assessment and Fees

A range of assessment tasks will be undertaken which may include written reports, essays, assignments, case studies, tests, group projects, oral presentations and formal examinations. The course outline provides specific guidelines on assessments for this program.

Student Support

A range of student services will be available to enrolled students at AAPoly, including welfare and academic counselling and learning resource material. For further information contact the Academic Support Department at AAPoly.

Learning Facilities & Resources

AAPoly has a range of facilities and resources for students including computer labs, study space, meeting rooms, access to the City libraries as well as AAPoly library on Level 7 at the Bourke Street campus.

Further Information

The commencement of any program is always subject to funding and class sizes. While the information provided in this publication is correct at the time of going to press, AAPoly reserves the right to alter any course, procedure or fee. Students are advised to check for any amendments prior to enrolment.

Application Method

Submit an application form to: Academies Australasia Polytechnic Level 7, 628 Bourke St, Melbourne, VIC 3000, Australia. Form may be downloaded at www.aapoly.edu.au

Course Enquiries

Academies Australasia Polytechnic Level 7, 628 Bourke St, Melbourne, VIC 3000, Australia
Phone: +613 8610 4100
Email: enquiries@aapoly.edu.au

Updated on 07 June 2017

Career Opportunities

Job roles and titles vary across different industry and public sectors. Sample job titles relevant to this qualification may include:

- Leading Hand
- Sales Team Coordinator
- Team Leader

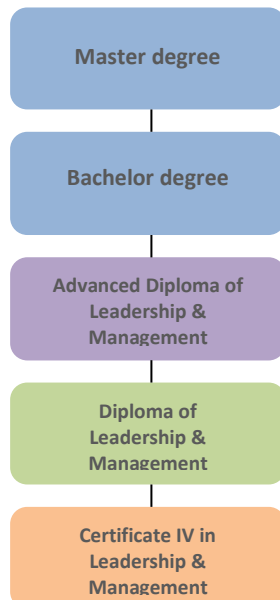


Recognition of Prior Learning

RPL assesses your current skills and knowledge against the learning outcomes of a course or units, regardless of how and where the learning occurred. Competencies may have been attained through: study, work experience and general life experience activities.

AAPoly is obliged to recognize the AQF qualifications and statements of attainment issued by other registered training organizations. For further details email enquiries@aapoly.edu.au

AAPoly Pathway



Entry Requirements:

For International Students, the following are mandatory requirements:

- Be at least 18 years of age
- English level at IELTS 5.5 or above (with no bands lower than 5.0) or PTE Academic Score of 42 or higher (with no section lower than 36).
- Have successfully completed Australian Year 11 or equivalent.

For Domestic Students, direct applications are accepted.

- Have successfully completed Australian Year 11 or equivalent.
- Students without formal qualifications may submit a resume detailing working experience, supported by references from employers.

Nationally Accredited Qualification in Australia



University Pathways

IN ASSOCIATION WITH



A FEDERATION UNIVERSITY PARTNER PROVIDER INSTITUTION

AAPoly – A FedUni Partner Provider Institution in Melbourne

FedUni CRICOS Provider Number 00103D