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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
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<tbody>
<tr>
<td>BSBLDR401</td>
<td>Communicate effectively as a workplace leader</td>
</tr>
<tr>
<td>BSBMGT402</td>
<td>Implement Operational Plan</td>
</tr>
<tr>
<td>BSBLDR402</td>
<td>Lead effective workplace relationships</td>
</tr>
<tr>
<td>BSBLDR403</td>
<td>Lead team effectiveness</td>
</tr>
<tr>
<td>BSBWOR404</td>
<td>Develop work priorities</td>
</tr>
<tr>
<td>BSBRSK401</td>
<td>Identify risk and apply risk management processes</td>
</tr>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBLDR404</td>
<td>Lead a diverse workforce</td>
</tr>
<tr>
<td>BSBPCM401</td>
<td>Make a presentation</td>
</tr>
<tr>
<td>BSBMKG413</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBMGT401</td>
<td>Show leadership in the workplace</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake Project Work</td>
</tr>
</tbody>
</table>

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.
Assessment and Fees
A range of assessment task 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
- Master degree
- Bachelor degree
- Advanced Diploma of Leadership & Management
- Diploma of Leadership & Management
- Certificate IV in Leadership & Management

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
AAPoly – A FedUni Partner Provider Institution in Melbourne
FedUni CRICOS Provider Number 00103D