HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Manage your career

Frontline Managers and Team Leaders are a vital and practical link in every organisation. They help to get the organisation where it needs to go. This program will provide you with the skills to lead and support others, foster good business networks and relationships, implement plans and projects, use effective problem solving strategies and promote continuous improvement in the workplace. All units will be supported by online content and accessible through Connect Learning Management System. Delivery mode for this qualification is use of collaborative online...

...more online

Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online</td>
<td>Online</td>
</tr>
</tbody>
</table>

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

...more online

Entry requirements

Course Entry Requirements
It is highly recommended that students...

...more online

Resources required

Please see the relevant documents section for any relevant booklists, uniform and resource kit lists required for this...

...more online

What are my payment options?

No matter what your circumstances, TAFE Queensland East Coast has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 656 188. We're here to help.

...more online

FULL FEE | $1,956

This is the total cost of the course.

Got a question?
Enquire about your full fee study options

Accurate as at 14 August 2017. For the latest information see:
tafeeastcoast.edu.au/course/16543

RTO 0275
CRICOS 03020E
### Outcome

**BSB42015 Certificate IV in Leadership and Management**

**Job prospects**
- Manager/Assistant Manager
- Supervisor
- Front Office Manager

### Units

The successful achievement of this qualification requires you to complete:
- **Core Units:** 4
- **Elective Units:** 8

#### Team leader skills

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLD401</td>
<td>Communicate effectively as a workplace leader</td>
<td>Core</td>
</tr>
<tr>
<td>BSBLD402</td>
<td>Lead effective workplace relationships</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMG402</td>
<td>Implement operational plan</td>
<td>Core</td>
</tr>
<tr>
<td>BSBLD403</td>
<td>Lead team effectiveness</td>
<td>Core</td>
</tr>
</tbody>
</table>

#### Planning to Action

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMG401</td>
<td>Show leadership in the workplace</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMG403</td>
<td>Implement continuous improvement</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWSH401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBREL402</td>
<td>Build client relationships and business networks</td>
<td>Elective</td>
</tr>
</tbody>
</table>

#### Lead Continuous Improvement

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBUS401</td>
<td>Implement and monitor environmentally sustainable work practices</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR404</td>
<td>Develop work priorities</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCM401</td>
<td>Make a presentation</td>
<td>Elective</td>
</tr>
</tbody>
</table>

### Disclaimer

Not all electives available at all campuses

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**Are you ready to take the next step on your path to great?**

Enrol today to secure your spot in this course.

**How to enrol**

You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the [student rules and refund policy](#)
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:

**Enrolment options**

By telephone: 1300 656 188.
In person: at any TAFE Queensland East Coast location.
Online: Full Fee paying students can enrol online

**Recognition of prior learning**

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More Info:

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Make your future happen

Connect with TAFE on Facebook

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