

BSB42015 Certificate IV in Leadership and Management



BSB41415 Certificate IV in Work Health and Safety This qualification suited to people working in a work health and safety (WHS) role that may or may not work under supervision. They may provide leadership and guidance to others and have some limited responsibility for the output of others. The qualification reflects the role of workers who apply a broad knowledge base and well-developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators.

No entry requirements for this qualification, preferred pathways for prospective learners entering this qualification include BSB30712 Certificate III in Work Health and Safety or other relevant Certificate III qualifications; or, with vocational experience in a supervisory role but no formal qualification.

Enrolment Requirements

We are committed to seeing you through your course. We have determined the following requirements to ensure you have the best chance of successfully completing your course:

- ❖ Provide *Unique Student Identifier Number (USI)*; and
- ❖ Have access to a fully-functional computer / smart device loaded with a web browser and appropriate software applications to read PDF files, produce documents, and analyse information and data; and
- ❖ Have access to a computer / smart device with reliable Internet Access; and
- ❖ Have a current valid email account for online learning and assessment communication; and
- ❖ Have a telephone and current valid telephone number for learning and assessment communication, support and interviews; and
- ❖ Successfully complete all assessment tasks to the required published standard; and
- ❖ Submits a certified copy of a photo ID and complete statutory declaration for assessment authenticity verification.

Skills required:

- ❖ **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety

of audiences, to provide clear information, instructions and feedback to others, and to present and address issues;'

- ❖ **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, to collect, calculate and analyse workplace data, and to solve routine workplace and operational problems;
- ❖ **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, read PDF files, produce documents, analyse information and data;
- ❖ **The ability to research information and data** from a variety of sources;

Course Duration

From the date of the initial course registration/enrolment, the learner is provided a **Twelve (12) months (365 days)** timeframe to complete the course.

Delivery Arrangements

This program is delivered on online/self-paced mode with one-on-one tailored support by a dedicated Trainer/Assessor.

Online delivery via access to a dedicated Learning Management System, allowing you total control over the time, timing, place and pace at which you study and complete the assessment tasks and activities.

The Learning Management System is accessible from 7days/24 hours.

Assessment

Upon enrolment, you will be provided via the Learning Management System with detailed assessment task specifications and activities specific to the relevant unit of competency. By way of example, you may be required to:

- ❖ Complete projects and/or portfolios of evidence;
- ❖ Answer a series of knowledge-based questions;
- ❖ Participate in interviews with your assessor.

You will submit your evidence for evaluation to the Assessor, who will continue to maintain contact with you during the assessment decision-making process.

You will be provided with opportunities to adjust & resubmit your assessments based on the assessor's feedback.

Units of Study

This qualification requires completion of **twelve (12) units of competency**, 570 Nominal Hours, addressing a variety of topics and subject-matter areas.

Indicatively, it will take you on average 50 hours to complete a unit of competency, though depending on your existing skill and knowledge levels, and/or prior experience. Consistent with qualification rules the qualification offered by LET Training comprises the following units of competency.

Unit Code	Unit Title	Core / Elective	Nominal Hours
BSBLDR401	Communicate effectively as a workplace leader	Core	50
BSBLDR402	Lead effective workplace relationships	Core	50
BSBLDR403	Lead team effectiveness	Core	50
BSBMGT402	Implement Operational Plan	Core	50
BSBRSK401	Identify Risk and Apply Risk Management Processes	Elective/A	40
BSBINN301	Promote innovation in a team environment	Elective/A	40
BSBWHS401	Implement and Monitor WHS Policies, Procedures & Programs to meet Legislative Requirements	Elective/A	60
BSBWOR404	Develop work priorities	Elective/A	40
BSBADM405	Organise Meetings	Elective/B	40
BSBPMG522	Undertake Project	Elective/B	60
BSBRES401	Analyse and Present Research Information	Elective/B	50
BSBWRT401	Write Complex Documents	Elective/B	40

Please note: We reserves the right to amend course structure and subject content to meet changing industry demands.

Recognition of Prior Learning (RPL)

If you believe you have competence in any of the units of competency within the qualification, you can apply to have it recognised through the Recognition of Prior Learning (RPL) process.

You will find information on the complete process in our Student Handbook, together with all necessary evidence guidelines and application documentation; your dedicated Trainer/Assessor will assist you

throughout all steps in the application process. Unless the submission of insufficient evidence warrants further communication, we undertake to have all RPL applications processed in a timely manner.

Credit Transfer

Under the National Recognition system, you may also be granted exemption for units of competency you have previously completed and can substantiate through production of an Australia Qualifications Framework (AQF) Qualification or Statement of Attainment issued by any other Registered Training Organisation (RTO).

As part of the application process, you must submit certified copies in hard copy format of the relevant qualification or statement of attainment, together with evidence verifying the currency of competencies for which you are seeking recognition.

Learner Support

You always have access to a dedicated Trainer/Assessor and other support personnel to provide one-on-one tailored support at all stages of your learning journey with us – from program induction through to qualification completion.

Let us know at any stage regarding learning or language, literacy and numeracy assistance whatsoever to help you complete your program. We are here to support you in succeeding.

Please contact us for Language, Literacy & Numeracy, and/or other Learning support at:

- ❖ Phone: 02 9633 3929
- ❖ Email: admin@lettraining.com.au

Contact us for Enrolment and Learning Consultation

For further information or enrolment, please contact:

- ❖ RTO Name: LET Training and Consultation Services
- ❖ Phone: (02) 9633 3929
- ❖ E-mail: info@lettraining.com.au