

A photograph of a man with short brown hair and a light beard, wearing a light blue shirt and a dark tie. He is smiling and looking towards the camera. In the background, another person is partially visible, out of focus.

Certificate IV Leadership and Management

BSB42015

This course will prepare developing and emerging leaders and managers to work in a range of industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. The course aims to build workplace skills such as initiative and enterprise, strategic thinking and analysis, and developing effective work relationships. Topics covered include communication, team leadership, continual improvement, project management and risk management.

Undertake your course with a training organisation that specialises in working with Local Government staff and understands both the work you do, and the culture of councils.

This qualification is delivered via correspondence, and you can enrol and commence at any time. You are required to commit to a dedicated plan of self-paced study, which must be supported by workplace mentoring and coaching by relevant supervisors and staff. You will be expected to conduct relevant research activities to supplement the learning material provided by LGTI.

Eligibility

To successfully complete the course, you must be currently working in council, where it is possible to have practical hands-on experience. This will help to ensure the development and assessment of relevant practical skills. We recommend three to six months on the job experience prior to commencing this course.

If you are not employed by a council, formal work placement must be arranged while undertaking the course. LGTI does not arrange work placements.

Fees

Course fees are \$4,000 GST free. Fees are paid with 4 instalments over the duration of the course.

Course Structure and Duration

This is a two-year correspondence program, providing a great deal of flexibility. You can complete the program sooner by working at an accelerated pace. If you have existing skills you may be able to progress directly to assessment. A suggested study / assessment plan will be provided, to assist in allocating enough time to complete the course within the required timeframe. Learning and assessment resources are provided via email, which are completed at your own pace.

LGTI staff are available via phone and email for advice and assistance. You need to commit to regular study to complete coursework and actively seek assistance wherever possible.

You are required to complete the twelve (12) units of competency to obtain this qualification.

Unit Name	Description
BSBWS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements	This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements. It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources.
BSBCMM401 - Make a presentation	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience. This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.
BSBLDR401 - Communicate effectively as a workplace leader	This unit describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up.
BSBLDR402 - Lead effective workplace relationships	This unit defines skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members. This unit applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships.
BSBLDR403 - Lead team effectiveness	This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.
BSBLED401 - Develop teams and individuals	This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup. It applies to individuals with a broad knowledge of learning and development who apply their skills in addressing development needs to meet team objectives.
BSBMGT401 - Show leadership in the workplace	This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values. These managers have a strong influence on the work culture, values and ethics of the teams they supervise.
BSBMGT402 - Implement operational plan	This unit describes the skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required. It applies to individuals who plan activities to achieve the measurable, stated objectives of the team and the organisation.
BSBMGT403 - Implement continuous improvement	This unit describes the skills and knowledge required to implement the organisation's continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements. It applies to managers who have an active role in implementing the continuous improvement process to achieve the organisation's objectives. Their position is closely associated with the creation and delivery of products and services which means that they have an important role in influencing the ongoing development of the organisation.

BSBPMG522 - Undertake project work	This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects. This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.
BSBRSK401 - Identify risk and apply risk management processes	This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role. It applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources.
BSBWOR404 - Develop work priorities	This unit describes the skills and knowledge required to monitor and obtain feedback on own work performance and access learning opportunities for professional development. This unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work..

Assessment Requirements

Each unit of competency will have an associated Assessment Handout outlining the assessment requirements, and tasks to be completed.

Assessment tasks can include

- question and answer activities
- developing specific documents
- work samples
- supervisor reports
- workplace projects

All units in this qualification have a practical component and you will be required to provide evidence and documentation of undertaking workplace projects/tasks.

Organisational Support

Throughout the program, you will require the support of your employer to develop the required skills.

Supervisors are asked to assist with reporting on your workplace performance, through observation checklists (Supervisor Reports). All units have an on-the-job component which need employer support. The amount of time and support given is determined by you, your employer and your supervisor.

Supervisors will need to provide you with:

- Mentor support in the workplace
- The necessary range of work to support the on-the-job component of the course. This may include allocating tasks to you that are not a normal part of your duties, such working as a team leader, managing risk and using organisational documents to implement strategic policies
- Opportunities to learn the skills and acquire the knowledge included in the qualification. This may include finding opportunities to do things you would not normally do as part of your role.
- Access to resources such as computer, printer, scanning, email, photocopying
- Monitoring progress through the course
- Clear direction on appropriate time allocation for undertaking studies

In-house Programs

LGTI offers customisation options for classroom training programs within a council. A program is tailored with consideration of the learners' and the employers' desired work outcomes.

The program can also be customised to suit a group of organisations/ councils in a region. Onsite workshops are also an option for group bookings. Contact LGTI for a quote for your tailored program.

Recognition of Prior Learning (RPL) and Direct Credit

LGTI may be able to consider skills or knowledge you already have, through a Recognition of Prior Learning (RPL) process. These skills or knowledge may have been picked up through experience gained in your current job, past jobs, or other relevant life experiences.

RPL is an option for any unit. It should be noted that RPL is not a short cut to gaining a qualification and some people find there is more work in putting an RPL application together than in completing the assessment tasks in the Assessment Handout.

If you already know how to do something to the standard required by the course, you may be able to skip that part of the training and have your current competence recognised. RPL should be applied for AFTER enrolment. An RPL kit is provided.

The RPL Kit requires you to identify skills and knowledge you possess, explain how you use your skills and knowledge at work, and provide evidence to support what you said. A report from a supervisor will also be required.

Direct Credit

You may apply for a direct credit transfer from other completed qualifications or statements of attainment you have completed in the past which directly match units of competency in the qualification. You can apply for direct credit for one or more units. Direct Credit should be applied for BEFORE enrolment

How do I apply for Direct Credit?

Provide LGTI with a certified copy of your transcript with the unit/s listed.

Training Pathways

After completion of the Certificate III in Local Government, there are a range of options for continuing studies:

- Diploma of Leadership and Management

What to Do Next

If you have any questions about the qualifications, contact LGTI and we will discuss these with you. Once you are ready, LGTI staff will send you an enrolment pack. You can enrol at any time throughout the year.

RTO no. 90870

