

Certificate IV in Frontline Management - BSB40807

Certificate IV in Frontline Management is a recognised leadership qualification that assist individuals and enterprises to enhance frontline management performance.

The course examine those skills essential for effective leadership and ensure attainment of key competencies for effective management. The course is focused on the application of skills and knowledge in the actual workplace. Both individuals and organisations will benefit from the skills and knowledge gained as it will be clearly indicated and demonstrated in the workplace.

Who is the course aimed at:

Frontline Managers - that is, those who oversee or manage others in the workplace. People in frontline management positions are typically involved in organisations as coordinators, team leaders, supervisors, foreperson's, leading hands, and project or office managers. Frontline management frequently reports to middle management, although in smaller organisations they may report directly to senior management.

Content

The qualification is competency based and is gained by providing evidence of competency in the units. Participants carry out assessment projects directly related to the workplace and can create immediate benefits for the organisation. Participants are provided with learning and assessment guides to lead them through the program and complete workplace based assignments.

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This qualification consists of 10 units, consisting of 4 core units and 6 elective units. The course can be adapted to suit a industry or employer requirements.

Specialists Units

BSBMGT401A	Show leadership in the workplace
BSBMGT402A	Implement operational plan
BSBOHS407A	Monitor a safe workplace
BSBWOR402A	Promote team effectiveness

Elective Units

BSBWOR401A	Establish effective workplace relationships
BSBWOR404A	Develop work priorities
BSBINM401A	Implement workplace information systems
BSBMGT403A	Implement continuous improvements
BSBFIA4021A	Report on financial activity
BSBRSK401A	Identify risk and apply risk management processes

Duration

This program is trainer-led, classroom based and is held at Maxis Solution, Chatswood. 1 day per week for 30 weeks – allow extra time for assignment and assessment time. 380 Nominal Hrs. Check for changes to duration with Maxis Solutions on 9410 1880. Note – it is possible to finish in a much shorter period

Recognition of Prior Learning

Recognition of Prior Learning is available to those who have demonstrable competency and relevant experience in the frontline management area and/or other relevant qualifications for part or the whole of this Qualification. Please contact us for RPL/RCC Application form. Statements of Attainment can be issued for individual Units.

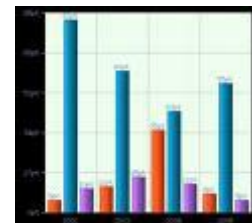
Fees

Certificate IV in Business Frontline Management - \$1650.00 (GST free)

Participants are provided with learning and assessment guides, facilitator assistance, competency assessments and the issuance of qualification upon successful completion.

Individual units of competence can be undertaken at \$200.00 per unit.

Recognition of Prior Learning (RPL) / Recognition of Current Competence (RCC) is available at a fee of \$150.00 per unit. Bookings essential.



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