CARTEC TRAINING

BSB40120

Certificate IV in Business (Leadership)

Nationally Recognised Training

Location

Trainers available throughout Western Australia to train and assess your course.

Mode

Available online, face to face and workplace-based training and assessment.

Duration

Course duration is 12-24 months; Trainer contact scheduled every 4-6 weeks.

When

Contact our team on 1300 767 454 to commence your training enrolment.

Is this course for me?

This qualification will provide you with the practical skills and knowledge to step up into leadership roles in your existing workplace, or with a new employer.

Through theory and practical course work you will learn to:

- Write complex documents
- Make business presentations
- Develop and manage personal work priorities
- Apply communication strategies
- Develop and use emotional intelligence

This course is suited for emerging business professionals and leaders, those wanting an edge for a related job role or promotion, and those who directly manage and supervise other staff.

Career Opportunities

This course has a variety of career opportunities and is applicable to a diverse range of roles in the business services industry:

- Line Manager
- Team Leader
- Supervisor
- Senior Administrative Manager
- Business Operations Coordinator

Entry Requirements

There are no set pre-requisites for entry into this qualification however you must:

- Show satisfactory level of language and literacy skills, which will be established at the time of enrolment
- Have a genuine interest in the building your leadership capability in business.

Core Competencies

There are 12 units required to be completed in this qualification, 6 core units and 6 elective units. The course structure is made up of the following:

Core Units

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace

Elective Units

BSBPEF402	Develop personal work priorities
BSBXTW401	Lead and facilitate a team
BSBPEF502	Develop and use emotional intelligence
BSBCMM411	Make presentations
BSBCRT412	Articulate, present and debate ideas
BSBLDR411	Demonstrate leadership in the workplace
BSBXTW401	Lead and facilitate a team

Tuition Fees

The current course fees are based on the Western Australian Department of Training and Workforce Development's VET Fees and Charges Policy, available to view on the website: www.dtwd.wa.gov.au

Fees and charges for all Targeted Fee Relief (Lower Fees, Local Skills) courses commenced in 2023: Non-Concession 25 +: $1.62 per nominal hour commenced in a calendar year, capped at $1200 per year, Non-Concession youth 17-24: $1.62 per nominal hour commenced in a calendar year, capped at $400 per year. Concession:.48c per nominal hour commenced in a calendar year, capped at $400 per year

The nominal hours for this qualification are 530, based on this the total fees are: Non-concession 25+: $858.60, Non-concession 17-24: $400, Concession: $254.40.

Fees are invoiced at the commencement of each unit. As per above, annual fee caps apply, a full breakdown of your specific fees will be provided at enrolment.

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees. Please contact us for more information.

Financial Hardship Fee Waivers:
For students experiencing severe financial hardship, fee waivers are available and will be assessed on an individual basis. Supporting documentary evidence will need to be provided to support the applicants financial position.

Fee for Service: $4000.00

Apply Now.

If you are ready to enrol, please contact our office or visit our website to get started.

Phone: 1300 767 454
Email: info@cartectraining.com.au
Website: www.cartectraining.com.au

LOWER FEES LOCAL SKILLS

JOBS & SKILLS WA