



Course Information Certificate IV in Frontline Management BSB40807

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Descriptor:

This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager.

At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

Jobs and opportunities:

- Co-ordinator
- Leading Hand
- Supervisor
- Team Leader

Entry requirements:

Successful completion of the Certificate III in Business. Vocational experience in a supervisory role but no formal qualification. Pre-enrolment interview.

Start:

Course commencement dates: 30 January 2012, 5 March 2012, 16 April 2012, 4 June 2012, 3 September 2012, 22 October 2012.

Location:

Cairns Business College, 91-97 Mulgrave Road, Parramatta Park, Cairns QLD 4870

Study Mode:

Full time up to 18 weeks



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continued

Recognition of Prior Learning (RPL):

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification. We will work with you to identify your existing skills, and assess if you can then achieve a full or part qualification. This also helps to avoid unnecessary duplication of training, saving you time and money.

Other information:

Please be aware that you will also be required to supply textbooks and a USB memory stick at your own cost.

Assessment Procedures:

This program has a variety of assessment methods including written, oral, practical role plays and simulated office environment assessments.

Subject list:

BSBMGT401A	Show leadership in the workplace
BSBMGT402A	Implement operational plans
BSBOHS407A	Monitor a safe workplace
BSBWOR402A	Promote team effectiveness
BSBINM401A	Implement workplace information system
BSBCMM401A	Make a presentation
BSBRSK401A	Identify risk and apply risk management processes
BSBINN301A	Promote innovation in a team environment
BSBWRT401A	Write complex documents
BSBADM405B	Organise meetings
BSBITU401A	Design and develop complex text documents
BSBADM406B	Organise business travel

See www.training.gov.au for more information

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