

## ABOUT APTC

The Australia Pacific Training Coalition (APTC) is an innovative development program funded by the Australian Government. APTC has been providing vocational training in the Pacific since 2007 with campuses in Fiji, PNG, Samoa, Solomon Islands and Vanuatu. APTC employs qualified and experienced trainers and tutors to deliver a wide range of technical and vocational courses aimed at skilling Pacific Islanders for a variety of vocational occupations.

## APPLICATION PROCESS

Application forms can be downloaded from the APTC website: [www.aptc.edu.au](http://www.aptc.edu.au). Go to 'COURSES' then 'Applying for a course' or contact your local APTC Office in person or via email.

Submit completed application forms to APTC through:

**Email:** [enquiries@aptc.edu.au](mailto:enquiries@aptc.edu.au)

**Post:** APTC Regional Head Office, PO Box 14319, Suva, Fiji

**Person:** Deliver to your local APTC Office.

## FOR ENQUIRIES PLEASE CONTACT:

### APTC Fiji

PO Box 14319, Suva, Fiji Islands  
Level 5 Ganilau House  
Corner of Edward and Scott Street, Suva  
Ph: +679 330 0967  
Email: [enquiries@aptc.edu.au](mailto:enquiries@aptc.edu.au)

### APTC Samoa

PO Box 2474, Apia, Samoa  
Building N, NUS Campus  
Vaivase Road, Apia, Samoa  
Ph: +685 26844 Fax +685 26871  
Email: [enquiries.samoa@aptc.edu.au](mailto:enquiries.samoa@aptc.edu.au)

### APTC Vanuatu

PO Box 3390 Port Vila, Vanuatu  
VIT Campus, Leopold Sedar Senghor  
Boulevard, Port Vila, Vanuatu  
Ph: +678 24066 / 25584 Fax +678 23985  
Email: [enquiries.vanuatu@aptc.edu.au](mailto:enquiries.vanuatu@aptc.edu.au)

### APTC PNG

PO Box 1043, Port Moresby, NCD PNG  
POMTECH, Idubada, Port Moresby  
Ph: +675 7640 5600  
Email: [enquiries.png@aptc.edu.au](mailto:enquiries.png@aptc.edu.au)

### APTC Solomon Islands

PO Box 2374, Honiara, Solomon Islands  
Kukute Street, Mendana Avenue  
Town Ground, Honiara, Solomon Islands  
Ph: +677 21313 Fax +677 21317  
Email: [enquiries.solomons@aptc.edu.au](mailto:enquiries.solomons@aptc.edu.au)



# BSB42015 Certificate IV in Leadership and Management

## COURSE OVERVIEW

BSB42015 Certificate IV in Leadership and Management reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. This course examines an individual's own leadership style and provides the tools to lead and manage others. It would be expected that participants of this course have some responsibility for organising and monitoring the output of their team.

This qualification will provide participants the skills and knowledge to further their careers in supervisory and management roles.

## COURSE DELIVERY

**Course Dates:** Please contact APTC for course schedule.

**Duration:** Training will be delivered over a period of 6 months. Minimum of 25 days attendance will be required. It is expected that learners will commit up to 10 hours per week of their own time to complete necessary reading and assessment tasks. Participants will be expected to implement a project within their workplace out of class hours.

**Delivery Mode:** Face to face. Training will be delivered in English.

**Course Fees:** Please contact APTC for course fees.

Fees include all training materials. Scholarships are not available for this course. An invoice will be issued upon acceptance of enrolment. Course fees must be paid prior to course commencement.

*Fijian students intending to study with APTC are eligible to apply for education assistance through the Fiji National Provident Fund (FNPF) Education Assistance scheme.*

*The Australian Government subsidises the cost of the course including materials and consumables.*

Course fees are subject to change without prior notification.

For current fees visit: <https://www.aptc.edu.au/courses/course-fees>

Applicants may apply for recognition of prior learning. For further information visit: <https://www.aptc.edu.au/students/recognition-of-prior-learning>.

*\*Courses offered, course dates and fees may vary depending upon student and industry demand.*

## Entry Requirements:

- ✓ High level language, literacy and numeracy skills (participants will be required to complete a Language, Literacy and Numeracy assessment)
- ✓ Participants require at least six months supervisory experience and should currently be working in a supervisory/ management role in order to complete the work based assessment projects

## COURSE CONTENT

The BSB42015 Certificate IV in Leadership and Management will cover the following units of competency:

Unit code	Unit title
<b>Leadership and Management</b>	
<b>BSBLDR401</b>	<b>Communicate effectively as a workplace leader</b>
<b>BSBLDR402</b>	<b>Lead effective workplace relationships</b>
<b>BSBLDR403</b>	<b>Lead team effectiveness</b>
<b>BSBMGT402</b>	<b>Implement operational plan</b>
BSBINN301	Promote innovation in a team environment
BSBMGT403	Implement continuous improvement
<b>WHS and Risk Management</b>	
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBRISK401	Identify risk and apply risk management processes
<b>Manage People Performance</b>	
BSBMGT502	Manage people performance
<b>Personal Leadership Development</b>	
BSBMGT401	Show leadership in the workplace
BSBWOR404	Develop work priorities
<b>Diversity in the Workplace</b>	
BSBLDR404	Lead a diverse workforce

*\***Bold Font** indicates core units; Standard font indicates electives*

*\*Please note; elective units of competency may vary from campus to campus depending on local industry needs.*

Graduates of this course will receive an internationally recognised Australian Qualification issued through TAFE Queensland (RTO 0275).