

BSB42015 Certificate IV in Leadership and Management

Includes TAESS00014 Enterprise Trainer—Presenting Skill Set

OCTEC Employee PD Program

UNITS OF COMPETENCY

Core Units (4 units)

BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan

Elective Units (8 units)

BSBCMM401	Make a presentation
BSBCUS401	Coordinate implementation of customer services strategies
BSBINN301	Promote innovation in a team environment
BSBMGT401	Show leadership in the workplace
BSBREL402	Build client relationships and business networks
BSBWOR404	Develop work priorities
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
TAEDEL301	Provide work skill instruction

Graduates will also be eligible to receive the TAESS00014 Enterprise Trainer –Presenting Skill Set

Student Fees Information

“This training is subsidised by the NSW Government “

The student fees will vary based on eligibility criteria. For more information on eligibility visit

www.smartandskilled.nsw.gov.au

OCTEC Staff participating in this program will have all student fees covered by the organisation

Entry Requirements

- USI (Unique Student Identifier) Number
- Minimum language literacy numeracy requirements
- Support from OCTEC Regional Manager to complete program
- Able to attend EVERY workshop (face to face or via Zoom)

About the Course

This course is aimed at existing workers who are seeking to develop skills in leadership and management to enhance their existing workplace role, or to prepare for a move into a leadership position.

The course provides essential leadership and management and customer service skills, and provides skills in the delivery of training programs within the workplace.



About the course

Smart and Skilled Funding Availability in NSW

OCTEC Ltd can deliver this qualification to new-entrant trainees across NSW. Funding may also be available through the Smart and Skilled Entitlement Full Qualification program in the Central West, and other regions across NSW.

Students must meet Smart and Skilled eligibility requirements to enter this program.

Details on Smart and Skilled eligibility requirements can be found at smartandskilled.nsw.gov.au/are-you-eligible

Delivery Mode

This qualification program is delivered as **blended training**. The program includes:

- Self-paced learning and assessment activities (both work-based and home-based study—online)
- The first two units will be delivered in a self-paced online model
- The remaining units will be delivered through monthly tutorials delivered online through 'Teams' or face-to-face sessions in Orange NSW (7 hours each). Please note face-to-face component dependent on COVID-19 situation.

Duration and Amount of training

This study program is completed over a **15 month period**. A substantial proportion of the learning and assessment is conducted outside of tutorials. **Students should be able to commit up to 8 hours per week** in completing self-paced activities.

Location of course

Tutorials are delivered at OCTEC Orange. Students located outside of Central West NSW attend online via Teams.

Additional information

This flyer provides basic information about this program. For full details of this program, and the service that OCTEC provides, please refer to the ***Certificate IV in Leadership and Management Information Booklet*** and our ***Student Handbook***. For further details and information, please contact OCTEC Training Services on 02 6362 7973 or email us at training@octec.org.au.

Students must review the course information booklet and Student Handbook before enrolling into this program.

Identification and documents for enrolment

When enrolling in this program, you will need to bring the following identification and documents with you:

- ✓ Unique Student Identifier (USI). *If you do not have a USI, OCTEC will provide you with information on how to attain a USI*
- ✓ Evidence of your citizenship, permanent residence status or refugee status. This may include one of the following:
 - ✓ Green Medicare Card
 - ✓ Passport or Birth Certificate
 - ✓ Visa or residency documents
- ✓ Evidence of residency in NSW. This may include:
 - ✓ Drivers Licence or Proof of age card OR
 - ✓ Utilities bill
- ✓ Centrelink Concession Card or other proof of concession (if you are applying for concession fees)

Why complete a TAE Skill Set?

The TAE40116 Certificate IV in Training and Assessment is a big qualification, that requires a big commitment. Sometimes, industry experts make the best trainers, but not everyone wants to commit to being an assessor.

There are lots of training roles outside of the RTO sector. If you deliver training that is not accredited, you don't need a full Certificate IV qualification— a TAE Skill Set is the only credential you need to be a workplace trainer.

In other circumstances, a workplace supervisor or mentor might complete a skill set to give them the ability to support trainees or apprentices on the job, or simply train, coach or mentor other workers.

FOR MORE INFORMATION on this program, call Jacob on 0411 439638 or Karen at 02 6362 7973
Email training@octec.org.au