



scopeVISION

Executive Coaching Pathway

BSB42015 Certificate IV in Leadership & Management

Executive Coaching Pathway

BSB42015 CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

Insanity is doing the same thing over and over again and expecting a different result. But if you don't know what you don't know...then how can you plan for something different. Scope's executive coaching options focus on growing and developing the individual, enabling them to in turn grow and develop the people around them. Using accredited assessments and resources Scope helps people to SOAR through identifying their Strengths, Opportunities, Achievements and the Results that they want to achieve.

Investment

Selecting an executive coaching option as your pathway to enrolment into the BSB42015 Certificate IV in Leadership & Management, will see you enhance your leadership toolbox and awaken the leader within.

- Ten [10] coaching sessions at \$280 per session [RRP \$350.00]
- Along with your discounted enrolment into the BSB42015 qualification: at a discounted rate of \$2,000.00 [RRP via recognition pathways \$2,400.00]
- Submission of an agreed evidence portfolio will see you gain this nationally recognised qualification

Descriptor

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising

and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Qualification Pathways

PREREQUISITE REQUIREMENTS

There are no prerequisite requirements for individual units of competency.

Pathways from the qualification

After achieving the BSB42015 Certificate IV in Leadership and Management, learners may undertake the BSB51915 Diploma of Management, or a range of other Diploma qualifications.

QUALIFICATION RULES

Total number of units = 12

4 core units plus 8 elective units, of which:

- 4 units must be from Group A
- Up to 4 units may be additional units selected from Group A
- Up to 4 units may be selected from Group B
- If not listed in the units following, 1 unit may be from any currently endorsed Training Package at Certificate IV level or above OR any accredited course at Certificate IV level
- Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.



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Core Units

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

Elective Units

GROUP A

BSBFIA402	Report on financial activity
BSBINN301	Promote innovation in a team environment
BSBLDR404	Lead a diverse workforce
BSBMGT403	Implement continuous improvement
BSBREL402	Build client relationships and business networks
BSBRISK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities
TAEDEL404	Mentor in the workplace

GROUP B [offered by Scope]

BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBCOM406	Conduct work within a compliance framework
BSBCRT401	Articulate, present and debate ideas
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBINM401	Implement workplace information system
BSBLED401	Develop teams and individuals
BSBMGT401	Show leadership in the workplace
BSBMGT404	Lead and facilitate off-site staff
BSBMKG413	Promote products and services
BSBPMG522	Undertake project work
BSBRES401	Analyse and present research information
BSBWRT401	Write complex documents

Recognition of Learning

Scope Vision will provide all learners with the opportunity to apply for recognition of the skills they possess no matter how they were achieved. Scope offers Recognition Pathways to eligible applicants with a detailed Recognition Pathways Learner Guide available on our website www.scopevision.com.au. Under the principles of national recognition, Scope recognises all Qualifications and/ or Statements of Attainment issued by another Registered Training Organisation and credit will be given accordingly.



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Time Frame

The time frame required to complete the qualification via an Executive Coaching Pathway will align with the time you allocate to collating your required evidence for assessment. Prioritising to complete one unit per month will see you gain your qualification within a twelve month time frame. Ten coaching sessions have been structured into the Executive Coaching Pathway to support you in this journey. Research shows that if you are serious about making a change one coaching session every two weeks followed by one every month will provide you with tangible results. For this reason we would suggest structuring your pathway over a ten month time frame. Should you require amended timeframes due to work or extenuating circumstances, this should be discussed with your Executive Coach as early as possible.

Location

Coaching sessions are facilitated at our office located at 34 Colombard Lane, The Vines. Skype sessions can also be scheduled for your convenience.

Recognition of Learning

Scope offers recognition of prior learning (RPL) to eligible applicants with a detailed Recognition Pathways Learner Guide available on our website www.scopevision.com.au. The Executive Coaching Pathway you are accessing encompasses the recognition of your skills, through your participation in coaching sessions, and the collation and submission of your agreed evidence portfolio. Scope will recognise the skills you possess and demonstrate. Under the principles of national recognition, Scope recognises all qualifications and statements of attainment issued by another registered training organisation and credit will be given accordingly.

Considerations Before Enrolment

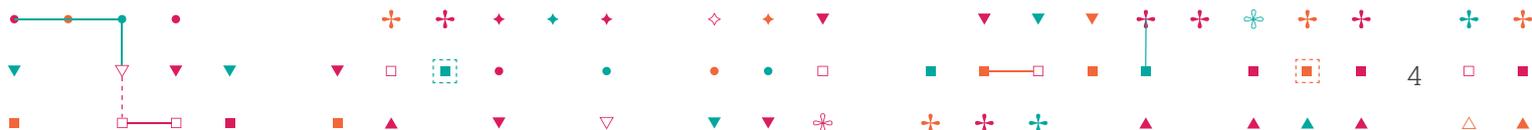
It is important to discuss your enrolment preferences prior to completing this enrolment form. In accordance with Scope Vision's Fees and Charges Policy, and in an effort to maximise your successful completion, we recommend enrolment in no more than 4 units at a time. Once a learner enrolls via Recognition Pathway and an invoice is generated, no refund avenues are available.

Fees and Charges

All fees and charges associated with the course are outlined. Your enrolment fee covers all administration and assessment costs (encompassing two resubmissions where required). In the event that you require a duplicate copy of your Statement of Attainment or Qualification a \$25.00 fee is payable.

To Enrol

To formalise your enrolment, please complete and return pages 7 - 10 of this document to:
PO Box 301 Guildford WA 6935
F (08) 9297 3664
E mailbox@scopevision.com.au



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Scope Vision Obligations

As a Registered Training Organisation (RTO code: 4685), all training and assessment delivered by Scope Vision is undertaken in accordance with the Standards for RTOs and the relevant Training Packages. Scope Vision is subject to legislation related to training and assessment as well as general business practice. This legislation governs our obligations as an RTO, our obligations to our learners, and relates to the industries in which we operate.

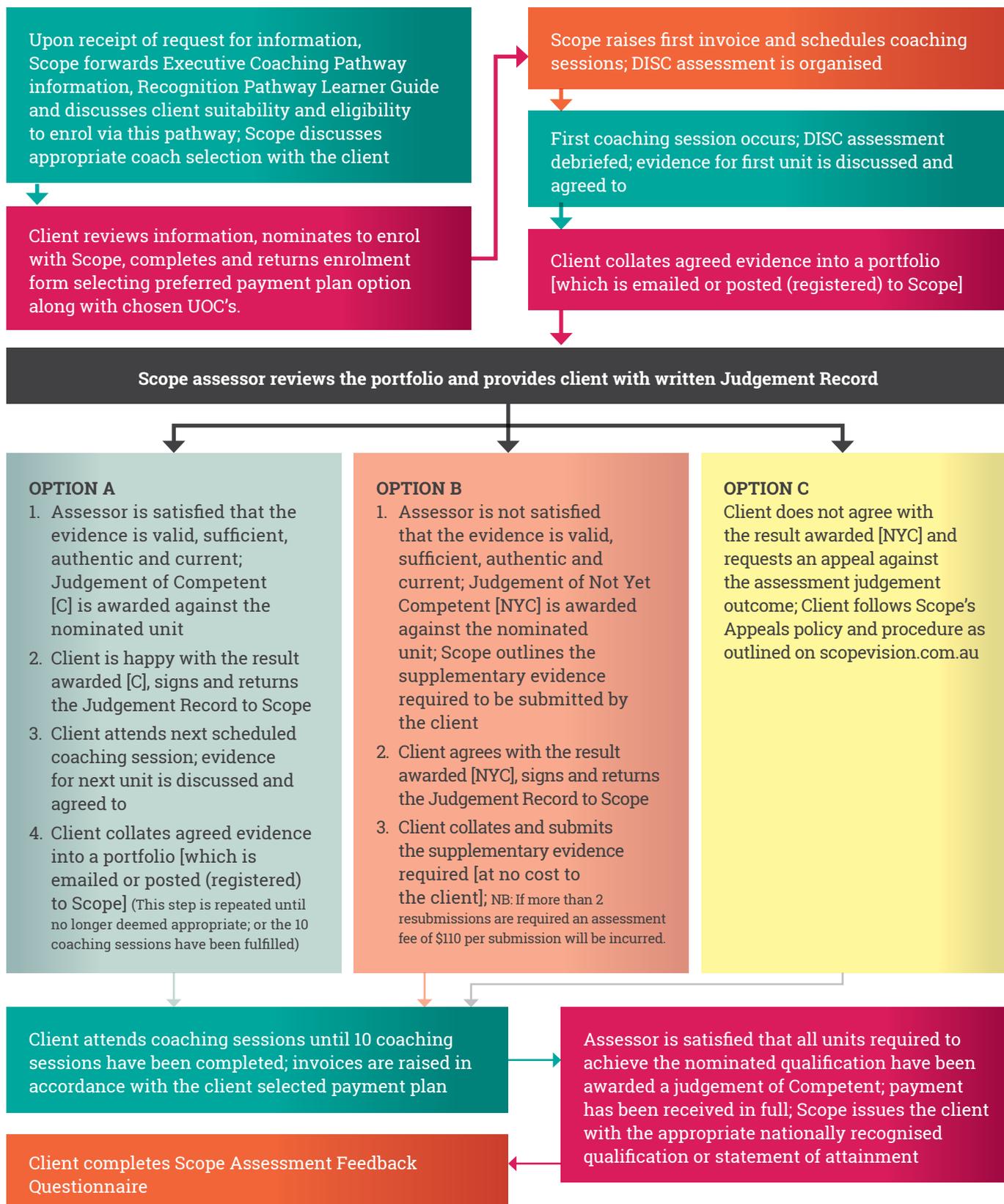
Scope Vision will:

- Provide training and support, learning resources, flexible delivery options, and assessment services to all enrolled learners.
- Ensure that all training and assessment materials are current and designed in consultation with industry.
- Offer Recognition of Prior Learning pathways to all learners at enrolment.
- Employ staff who are knowledgeable, appropriately qualified, objective and who always operate with integrity.
- Provide the relevant Certificate or Statement of Attainment for all learners assessed as competent in their Nationally Recognised Qualification or Units of Competence. This certificate will be produced in accordance with the Australian Qualifications Framework (AQF) and the Standards for RTOs 2015.
- Ensure it has a fair and reasonable fee structure which protects fees paid in advance and provides learners with access to refunds where applicable.
- Provide a healthy and safe environment for learners where they are treated fairly and equally.
- Maintain procedures for protecting the personal information of learners.
- Provide a simple and accessible complaints and appeals policy and process.



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Student Enrolment Form (please use capitals)

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PERSONAL DETAILS

FAMILY NAME (SURNAME) :	GIVEN NAMES:
DOB:	SEX:
HOME ADDRESS:	SUBURB
STATE:	POSTCODE:
POSTAL ADDRESS:	SUBURB:
STATE:	POSTCODE:
HOME TELEPHONE:	MOBILE TELEPHONE:
EMAIL ADDRESS:	

UNIQUE STUDENT IDENTIFIER [USI]

From 1 January 2015 all students undertaking nationally recognised training will need to have a Unique Student Identifier (USI). Students will be able to use this USI to access their records and results of training completed with Australian registered providers from 1 January 2015 onwards.

Scope Vision is only permitted to issue you with a Qualification or Statement of Attainment if you provide us with your USI. If you do not have a USI, or cannot remember your USI, go to www.usi.gov.au to check your USI or to create a USI.

WORK DETAILS

COMPANY NAME:	
POSITION HELD:	SUPERVISOR NAME:
STREET ADDRESS:	SUBURB
STATE:	POSTCODE:
POSTAL ADDRESS:	SUBURB:
STATE:	POSTCODE:
WORK TELEPHONE:	MOBILE TELEPHONE:
WORK EMAIL:	

LANGUAGE AND CULTURAL DIVERSITY

IN WHICH COUNTRY WERE YOU BORN?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify)
WHAT LANGUAGE DO YOU SPEAK A HOME?	<input type="checkbox"/> English	<input type="checkbox"/> Other (please specify)
HOW WELL DO YOU SPEAK ENGLISH?	<input type="checkbox"/> Very Well <input type="checkbox"/> Not Well	<input type="checkbox"/> Well <input type="checkbox"/> Not at all
ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Both Aboriginal & Torres Strait Islander



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Student Enrolment Form (please use capitals)

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DISABILITY

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION? Yes

If YES, then please indicate the areas of disability, impairment or long-term condition: No

Hearing/Deaf

Intellectual

Mental Illness

Vision

Learning

Physical

Medical Condition

Acquired Brain Impairment

Other (please specify) :

SCHOOLING

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL (tick ONE box only)

Year 12 or equivalent

Year 11 or equivalent

Year 8 or below

Year 10 or equivalent

Year 9 or equivalent

Never attended school

IN WHAT YEAR DID YOU COMPLETE THAT SCHOOL LEVEL?

ARE YOU STILL ATTENDING SECONDARY SCHOOL?

Yes

No

PREVIOUS QUALIFICATIONS ACHIEVED

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?

Yes

No

If YES, then tick ANY applicable boxes:

Bachelor Degree or Higher Degree

Advanced Diploma or Associate Degree

Diploma (or Associate Diploma)

Certificate IV (or Advanced Certificate/Technician)

Certificate III (or Trade Certificate)

Certificate II

Certificate I

EMPLOYMENT

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOU CURRENT EMPLOYMENT STATUS? (tick one box only)

Full-time employee

Part-time employee

Self-employed-not employing others

Employer

Employed-unpaid worker in a family business

Unemployed - seeking full-time work

Unemployed - seeking part-time work

Not employed - not seeking employment

STUDY REASON

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR MAIN REASON FOR UNDERTAKING THIS COURSE? (tick one box only)

To get a job

To develop my existing business

To start my own business

To try for a different career

To get a better job or promotion

It was a requirement of my job

I wanted extra skills for my job

To get into another course of study

For personal interest or self-development

Other reasons



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Student Enrolment Form (please use capitals)

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PAYMENT OPTIONS

PAYMENT PLAN OPTIONS

Enrolment into qualification BSB42015	\$2,000.00
Executive coaching sessions [10 x 1 hour sessions]	\$2,800.00
Total investment	\$4,800.00

I wish to nominate the following payment plan and in doing so accept Scope Vision's terms and conditions as outlined in their Fees, Charges, Refund and Cancellation Policy:

- I ask Scope Vision to invoice me or my nominated employer \$480 per month over a 10 month period, for a total of \$4,800.00. In the event that I nominate to withdraw from this qualification undertaken via executive coaching [recognition] pathways, I understand that I am required to pay Scope any monies outstanding to the total amount of \$4,800.00 being the discounted rate afforded to me at the time of enrolment.
- I ask Scope Vision to invoice me or my nominated employer \$960 per month over a 5 month period, for a total of \$4,800.00. In the event that I nominate to withdraw from this qualification undertaken via executive coaching [recognition] pathways, I understand that I am required to pay Scope any monies outstanding to the total amount of \$4,800.00 being the discounted rate afforded to me at the time of enrolment.

PAYMENT INFORMATION - Please indicate where you would like your invoice sent to:

INVOICE ME PERSONALLY AT THE ADDRESS ON THIS LEARNER ENROLMENT FORM

INVOICE 3RD PARTY – DETAILS AS FOLLOWS:

Name of Company:

Attention:

Postal address:

Telephone number:

Purchase Order Number:



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ACKNOWLEDGEMENTS

I have read and understood the following Scope Vision documents as outlined on their website scopevision.com.au/resources

- CODE OF PRACTICE
- FEES, CHARGES AND REFUND POLICY
- APPEALS, COMPLAINTS AND GRIEVANCE POLICIES
- RECOGNITION PATHWAYS GUIDE

I confirm that I have access to an appropriate work environment in order to successfully complete all of the required assessment activities

YES NO

I have completed the 'Are You Ready?' form and been deemed eligible to enrol with Scope Vision

YES NO

Learner Signature _____ Date _____

PRIVACY STATEMENT AND LEARNER DECLARATION

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys and data linkage;
- pre-populate RTO student enrolment forms;
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

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CORE UNITS

- BSBLDR401 Communicate effectively as a workplace leader
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- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan

CHOOSE 8 UNITS

Group A

- BSBFIA402 Report on financial activity
- BSBINN301 Promote innovation in a team environment
- BSBLDR404 Lead a diverse workforce
- BSBMGT403 Implement continuous improvement
- BSBREL402 Build client relationships and business networks
- BSBRSK401 Identify risk and apply risk management processes
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBWOR404 Develop work priorities
- TAEDEL404 Mentor in the workplace

Group B (offered by Scope)

- BSBADM409 Coordinate business resources
- BSBCMM401 Make a presentation
- BSBCOM406 Conduct work within a compliance framework
- BSBCRT401 Articulate, present and debate ideas
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBCUS402 Address customer needs
- BSBCUS403 Implement customer service standards
- BSBINM401 Implement workplace information system
- BSBLED401 Develop teams and individuals
- BSBMGT401 Show leadership in the workplace
- BSBMGT404 Lead and facilitate off-site staff
- BSBMKG413 Promote products and services
- BSBPMG522 Undertake project work
- BSBRES401 Analyse and present research information
- BSBWRT401 Write complex documents

Other (please state):

Any other notes:

