



scopeVISION

Recognition Pathway

BSB42015 Certificate IV in Leadership & Management

Recognition Pathway

BSB42015 CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

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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Learning and Assessment Pathway

Scope Vision specialises in the customisation of on-premise initiatives. For further information please contact our office.

Time Frame

The time frame in which each unit is completed will vary from person to person and industry to industry; as it is dependent upon the existing skills and knowledge of each participant.

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). 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 6 - 9 of this document to:

A PO Box 301 Guildford WA 6935
F (08) 9297 3664
E mailbox@scopevision.com.au

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:

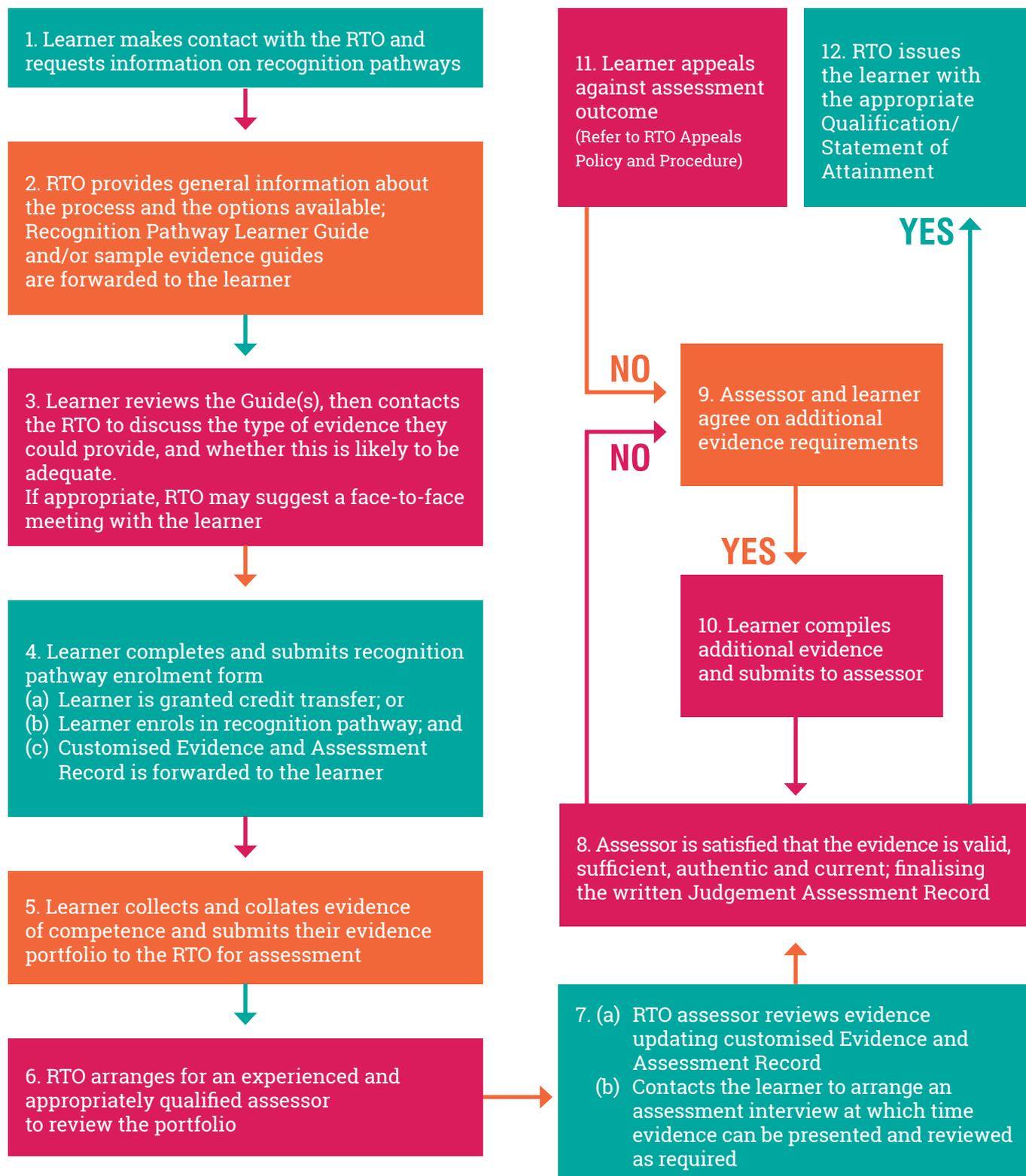
- Provide training and support, learning resources, flexible delivery options, and assessment services to all enrolled learners.
- Ensure that all training and assessment materials are current and designed in consultation with industry.
- Offer Recognition of Prior Learning pathways to all learners at 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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Recognition Pathway to Completion



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Student Enrolment Form (please use capitals)

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PERSONAL DETAILS

*please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

FAMILY NAME (SURNAME) :	GIVEN NAMES:
DATE OF BIRTH:	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
HOME ADDRESS: *please provide the physical address where you usually reside rather than any temporary address	
	POSTCODE:
POSTAL ADDRESS:	POSTCODE:
HOME TELEPHONE:	MOBILE TELEPHONE:
EMAIL ADDRESS:	
UNIQUE STUDENT IDENTIFIER [USI]	<input type="checkbox"/>

From 1 January 2015 we Scope Vision can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note, if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

WORK DETAILS

COMPANY/BUSINESS NAME:	
POSITION HELD:	SUPERVISOR NAME:
STREET ADDRESS:	POSTCODE:
POSTAL ADDRESS:	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)
DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? (if more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only
	<input type="checkbox"/> Yes, Other (please specify)
ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?	<input type="checkbox"/> No
	<input type="checkbox"/> Yes, Aboriginal
	<input type="checkbox"/> Yes, Torres Strait Islander

DISABILITY

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION?	<input type="checkbox"/> Yes		
If YES, then please indicate the areas of disability, impairment or long-term condition:	<input type="checkbox"/> No		
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Vision
<input type="checkbox"/> Learning	<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Other (please specify) :			



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SCHOOLING

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

*If you are currently enrolled in secondary education, the highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10, the highest school level completed is Year 9.

- Year 12 or equivalent Year 11 or equivalent Year 8 or below
 Year 10 or equivalent Year 9 or equivalent Never attended school

ARE YOU STILL ENROLLED IN SECONDARY OR SENIOR SECONDARY EDUCATION? 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 Certificate III (or Trade Certificate)
 Advanced Diploma or Associate Degree Certificate II
 Diploma (or Associate Diploma) Certificate I
 Certificate IV (or Advanced Certificate/Technician) Other education
(including certificates or overseas qualifications not listed above)

EMPLOYMENT

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

*For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- Full-time employee Employed – unpaid worker in a family business
 Part-time employee Unemployed – seeking full-time work
 Self-employed – not employing others Unemployed – seeking part-time work
 Employer 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 It was a requirement of my job
 To develop my existing business I wanted extra skills for my job
 To start my own business To get into another course of study
 To try for a different career For personal interest or self-development
 To get a better job or promotion Other reasons



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CORE UNITS	PRICE PER UNIT \$200
<input type="checkbox"/> BSBLDR401 Communicate effectively as a workplace leader	
<input type="checkbox"/> BSBLDR402 Lead effective workplace relationships	
<input type="checkbox"/> BSBLDR403 Lead team effectiveness	
<input type="checkbox"/> BSBMGT402 Implement operational plan	
GROUP A ELECTIVE UNITS - CHOOSE 4 UNITS	
<input type="checkbox"/> BSBFIA402 Report on financial activity	
<input type="checkbox"/> BSBINN301 Promote innovation in a team environment	
<input type="checkbox"/> BSBLDR404 Lead a diverse workforce	
<input type="checkbox"/> BSBMGT403 Implement continuous improvement	
<input type="checkbox"/> BSBREL402 Build client relationships and business networks	
<input type="checkbox"/> BSBRSK401 Identify risk and apply risk management processes	
<input type="checkbox"/> BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	
<input type="checkbox"/> BSBWOR404 Develop work priorities	
<input type="checkbox"/> TAEDEL404 Mentor in the workplace	
CHOOSE 4 UNITS - 4 units can be any combination of Group B or remaining Group A units.	
GROUP B ELECTIVE UNITS	
<input type="checkbox"/> BSBADM409 Coordinate business resources	
<input type="checkbox"/> BSBCMM401 Make a presentation	
<input type="checkbox"/> BSBCOM406 Conduct work within a compliance framework	
<input type="checkbox"/> BSBCRT401 Articulate, present and debate ideas	
<input type="checkbox"/> BSBCUS401 Coordinate implementation of customer service strategies	
<input type="checkbox"/> BSBCUS402 Address customer needs	
<input type="checkbox"/> BSBCUS403 Implement customer service standards	
<input type="checkbox"/> BSBINM401 Implement workplace information system	
<input type="checkbox"/> BSBLED401 Develop teams and individuals	
<input type="checkbox"/> BSBMGT401 Show leadership in the workplace	
<input type="checkbox"/> BSBMGT404 Lead and facilitate off-site staff	
<input type="checkbox"/> BSBMKG413 Promote products and services	
<input type="checkbox"/> BSBPMG522 Undertake project work	
<input type="checkbox"/> BSBRES401 Analyse and present research information	
<input type="checkbox"/> BSBWRT401 Write complex documents	
<input type="checkbox"/> Other (please state):	
<input type="checkbox"/> Any other notes:	
TOTAL ENROLMENT FEE \$	



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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:

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 Your 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).

