

*Offering a
customised program
that brings 'real'
results for you and
your work place.*

Delivery/Assessment Options

- Group Training/Coaching
- Facilitated On Line Learning – SG Virtual Learning Centre
- RPL

A **Blended** workshop/online Learning option is available and may be discussed at the initial consultation.

Our Value

- Full Group training option includes up to 10 workshops
- Qualified experienced facilitators/coaches for full group training, fully online and blended delivery options
- Delivery and assessment strategies contextualised so you can apply skills immediately to maximise your return on investment
- Text, learning resources and VLC access included

Note:

Fees do not include venue hire, travel & accommodation or associated expenses.

Information in this brochure applies as at the issue date 1 June 2015.

SG Learning & Development reserves the right to refuse any application if we believe we do not have the appropriate resources, or cannot provide the required service to the client.

Contact

For registration or further information about our services please contact:

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Certificate IV in Leadership and Management- BSB42015

Course Requirements

Successful completion of 12 units is required - 4 core units plus 8 elective units from the lists below. (4 units must be from Group A –other units from other packages may be available. Please call to discuss your specific requirements)

Core Units

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

Group A

| | |
|-----------|--|
| BSBINN301 | Promote innovation in a team environment |
| BSBMGT403 | Implement continuous improvement |
| BSBRSK401 | Identify risk and apply risk management processes |
| BSBWOR404 | Develop work priorities |
| TAEDEL404 | Mentor in the workplace |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements |

Group B

| | |
|-----------|--|
| BSBCUS401 | Coordinate implementation of customer service strategies |
| BSBCUS402 | Address customer needs |
| BSBINM401 | Implement workplace information system |
| BSBCMM401 | Make a presentation |
| BSBLED401 | Develop teams and individuals |
| BSBPMG522 | Undertake project work |
| BSBMGT401 | Show leadership in the workplace |

Delivery & Assessment Strategy

We provide group training, individual coaching, and online options in our delivery and assessment approach so qualifications can be gained to suit the workflow of the organisation, and the work/life balance of participants. Our VLC enables participants, managers and dedicated and qualified coaches to be in daily contact for a co-ordinated approach to solving problems on the job.

Group Training (minimum of 5 participants)

Candidates attend up to 10 x 1 day workshops (dependent on numbers and experience of participants) that are highly interactive and include group activities, individual exercises and practical discussions.

Coaching

We offer coaching programs for individuals or small groups (1-4 participants). The time involved and course structure will be customised to suit the group/individual.

Facilitated On Line Learning – SG Virtual Learning Centre

Our VLC offers candidates an online coaching option for all or some of the units in their course. They participate in weekly discussion forums with their coach, and complete weekly assessment activities that are designed to break down assignments into manageable sized chunks. This option can be discussed at the initial consultation, and can be tailored to suit both groups working together, and individuals working on their own.

Time Frame

The course usually takes 12 - 24 months to complete while working full time. The schedule can be adapted to suit individuals depending on previous experience, the amount of time the candidate has to achieve required competencies, and taking into consideration work/life balance and organisational priorities.

Recognition of Prior Learning (RPL)

We offer RPL to experienced candidates and provide a comprehensive package that their RPL coach will use to guide them through the RPL process

Assessment

Our focus is the application and integration of competencies on the job, so that our students have the opportunity to practice key skills with the guidance of their coach and in collaboration with their workplace sponsor/manager. Assessments are practical and include group/written exercises and discussions, self-assessments, workplace research, reviews, activities and projects.