

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. 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

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

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

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

APTC PNG

PO Box 1043, Port Moresby, NCD PNG
POMTECH, Idubada, Port Moresby
Ph: +675 775 69691
Email: 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



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
Leadership and Management	
BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan
BSBINN301	Promote innovation in a team environment
BSBMGT403	Implement continuous improvement
WHS and Risk Management	
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBRSK401	Identify risk and apply risk management processes
Manage People Performance	
BSBMGT502	Manage people performance
Personal Leadership Development	
BSBMGT401	Show leadership in the workplace
BSBWOR404	Develop work priorities
Diversity in the Workplace	
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).