HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Take your managerial career to the next level

Recognition of Prior Learning or ‘RPL’ is a process where the applicant’s experience, formal and informal learning is recognised and mapped to a nationally recognised qualification. TAFE Queensland Gold Coast offers RPL options to successful applicants based on their prior experience. The RPL process does not require study, class work or assignments, but does require the applicant to provide ‘evidence’ which can be obtained from your current or recent employment.

RPL is recognition of work experience and

Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).
tafegoldcoast.edu.au/course/16973

Entry requirements
For RPL enquiries please email the RPL Coordinator at
rplcoordinator.goldcoast@tafe.qld.edu.au.

Resources required
No specific resources are required to successfully complete this course.
It is recommended that students have access to a reliable internet connection to

Outcome
Accurate as at 4 September 2017. For the latest information see:
tafegoldcoast.edu.au/course/16973

RTO 0275
CRICOS 03020E
BSB42015 Certificate IV in Leadership and Management

**Job prospects**
- Customer Service Officer
- Manager
- Office Administrator
- Supervisor in both Business and Government
- Team Leader

**Units**
To achieve a Certificate IV in Leadership and Management, a total of 12 units must be completed, 4 core and 8 electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWRT401</td>
<td>Write complex documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM409</td>
<td>Coordinate business resources</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCCR401</td>
<td>Make a presentation</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCCM401</td>
<td>Coordinate implementation of customer service strategies</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCCS402</td>
<td>Address customer needs</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBDCUS401</td>
<td>Implement workplace information system</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBDCUS402</td>
<td>Promote innovation in a team environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBDCUS403</td>
<td>Communicate effectively as a workplace leader</td>
<td>Core</td>
</tr>
<tr>
<td>BSBDM401</td>
<td>Maintain business technology</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBDMG401</td>
<td>Show leadership in the workplace</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBDMG402</td>
<td>Implement operational plan</td>
<td>Core</td>
</tr>
<tr>
<td>BSBDMG403</td>
<td>Implement continuous improvement</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBDMG404</td>
<td>Lead and facilitate off-site staff</td>
<td>Elective</td>
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<tr>
<td>BSBMKG413</td>
<td>Promote products and services</td>
<td>Elective</td>
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<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
<td>Elective</td>
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<tr>
<td>BSBSK401</td>
<td>Identify risk and apply risk management processes</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWHSA01</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBLED401</td>
<td>Develop teams and individuals</td>
<td>Elective</td>
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</tbody>
</table>

**Disclaimer**
Not all electives available at all campuses

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**THE NEXT STEP ON YOUR PATH TO GREAT?**

Enrol today to secure your spot in this course.

**HOW TO ENROL**

Enrol now

You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland

All done? Then head to the link below to complete your enrolment: tafegoldcoast.edu.au/study-with-us/enrolment-fees/enrol

**Recognition of prior learning**

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.


**Make your future happen**

Connect with TAFE on Facebook

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