

BSB42015 Certificate IV in Leadership and Management

Darwin

Human Resource & Computer Academy

training for your future

COURSE OUTLINE

About Us

Darwin Human Resource & Computer Academy is a Northern Territory owned organisation committed to successful training through quality management practices and procedures. We are a Registered Training Organisation with accreditation under the Australian Skills Quality Authority (ASQA), providing training in nationally accredited training packages and units.

Since inception in 1986 we have been able to offer flexible and quality training in professional development as well as computer training.

Our team of trainers is highly qualified with a wide-range of business and training experience in management, adult education, finance, retail, health, human resources and business administration.

Support for Students

The Academy is well known for the high level of support that students are offered throughout their studies. Every student has access to their Trainer & Assessor to support and to guide them every step of the way.

We offer tutorials every Wednesday & Thursday from 4pm - 5pm.

For bookings contact:

Tel: (08) 8941 2344
Fax: (08) 8941 0141
Training@dhrc.com
www.dhrc.com

Why this course is so good....

At Darwin Human Resource & Computer Academy we recognise that all participants have their own work and personal commitments, therefore we have scheduled the course over an eleven month period providing sufficient time to attend to each of the unit assignments.

Your Investment?

Your training day is interactive - encouraging group discussion and sharing of experiences. As a participant, you receive:

- Participant Workbook
- Refreshments
- Nationally Accredited and Recognised Diploma
- Facilitator Support and Access

Duration: One day per month

Time: 8:30am - 4/4:30pm

Investment: \$3,500 or \$445 per individual unit

Training Territorians since

1986

Student feedback..

"Thank you very much. This was a great course, your trainer was great and I really have learnt so much within this course."

T. Koloamatangi

"The Academy's trainer has the ability to deliver the modules in a way that we all understand, the depth of their knowledge and aptitude should be recognised and congratulated."

R. Smart

"Thank you for your help during the course. You are a good trainer.....probably one of the best I have had. Very good at explaining things, good motivator and helpful as well. The course itself was an eye opener in many ways and has helped me to see situations very differently in the workplace."

C. Jones

"Awesome trainer."

A. Treagus



NATIONALLY RECOGNISED
TRAINING

... continued over

RTO # 6893 - Suite 2/2 Shepherd Street, Darwin
GPO Box 1815, Darwin, NT 0801

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About this Qualification

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.

Units of Competency:

Total number of units = 12
4 core units plus
8 elective units

Units

BSBWRT401 Write complex documents - Elective

BSBMGT402 Implement operational plan - Core

BSBWOR404 Develop work priorities - Elective

BSBLDR401 Communicate effectively as a workplace leader - Core

BSBLDR402 Lead effective workplace relations - Core

BSBMGT401 Show leadership in the workplace
Elective

BSBLED401 Develop teams and individuals - Elective

Units

BSBLDR403 Lead team effectiveness - Core

BSBMGT403 Implement continuous improvement
Elective

BSBINN301 Promote innovation in a team environment - Elective

BSBCUS402 Address customer needs - Elective

BSBREL402 Build client relationships and business networks - Elective

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