



Certificate IV in Frontline Management (5 Day Fast Track Course)

1 of 2 **BSB40807**

Course Objective: The Certificate IV in Frontline Management reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager.

Participants will be provided with the skills to:

- Manage, motivate and lead a team;
- Promote team effectiveness to meet organisational objectives;
- Manage safety and risk within own work area;
- Manage a simple project;
- Implement a department operational plan and manage business resources;
- Analyse and review workplace information; and
- Communicate professionally through presentations and business documentation.

Who Is The Course Intended For?

The Certificate IV in Frontline Management is suitable for:

- Personnel who are currently in frontline management roles who wish to formalize their skills; or
- Employees who are considering moving into frontline managerial roles.

Pathways into the Qualification

Preferred pathways for participants considering this qualification include:

- After achieving the BSB31207 Certificate III Frontline Management or other relevant qualification/s; or
- Providing evidence of competency in the majority of units required for the BSB31207 Certificate III in Frontline Management or other relevant qualification/s; or

- With some vocational experience in a supervisory role but no formal qualification.

Further Learning Pathways

After achieving the BSB40807 Certificate IV in Frontline Management, participants may undertake the BSB51107 Diploma of Management.

Professional Recognition

Graduates and participants are eligible to apply for applicable membership of the Australian Institute of Management Institute (AIM) www.aim.com.au.

Delivery Methods

- General Public – Institution (Refer to website for current fees and dates);
- Enterprise (We can deliver at your site (minimum of 8 participants required). Learning and assessment material tailored specific to organisational needs. Please email training@safnet.com.au for corporate proposal);
- Distance Delivery (course undertaken remotely with tutorial support) (Refer to website for current fees); and
- Recognition of Prior Learning (Refer to Recognition of Prior Learning Brochure)

Award

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Course Outline

There are ten units in total to course complete the Certificate IV in Frontline Management (for further information on qualification rules and employability skills please refer to www.ntis.gov.au):

BSBMGT401A Show leadership in the workplace

This unit provides the skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non routine methods and procedures which require the exercise of some discretion and judgment.

BSBMGT402A Implement operational plan

This unit provides the skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required.

BSBOHS407A Monitor a safe workplace

This unit provides the skills and knowledge required to implement



and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.

BSBRSK401A Identify risk and apply risk management processes

This unit provides the skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation.

BSBWOR402A Promote team effectiveness

This unit provides the skills and knowledge required to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.

BSBADM409A Coordinate business resources

This unit provides the skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use.

BSBRES401A Analyse and present research information

This unit provides the skills and knowledge required to gather, organise and present workplace information using available systems.

BSBCMM401A Make a presentation

This unit provides the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

BSBWRT401A Write complex documents

This unit provides the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

BSBPMG510A Manage projects

This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.

Course Administration

For information relating to:

- Course resource material;
- Assessment methods; and
- Booking and refund process.

Please refer to Participant Information found at www.safnet.com.au

Course Timetable

Day	Unit Code	Unit Title
1	BSBOHS407A BSBRSK401A	Monitor a safe workplace Identify risk and apply risk management processes
2	BSBMGT401A BSBWOR402A	Show leadership in the workplace Promote team effectiveness
3	BSBMGT402A BSBADM409A	Implement operational plan Coordinate business resources
4	BSBPMG510A	Manage projects
5	BSBRES401A BSBCMM401A BSBWRT401A	Analyse and present research information Make a presentation Write complex documents

Please note further workplace specific assessments are completed external to the 5 course days. Safetynet uses holistic assessment methods where recommended through the qualification rules.