



Rochdale Institute

Certificate IV in Frontline Management **BSB40807**

Description

Certificate IV in Frontline Management is designed to develop relevant frontline manager's workplace skills, to enhance their ability to manage people and projects.

Suitable for

This course is ideal to those within a managerial role such as a team leader, supervisor or manager.

Qualification & Skills

On completion, participants will be awarded the Certificate IV in Frontline Management. Participants will have a greater understanding of time management, communication, staff management, and continuous improvement procedures.

Course Duration

Completion times may vary from 12 – 24 months.

Delivery

Customised learning material to suit organisation needs
Workplace based onsite training

Costs

Government funding available, eligibility criteria applies

Further study options

Participants may decide to continue study in this field, leading to the Diploma of Management

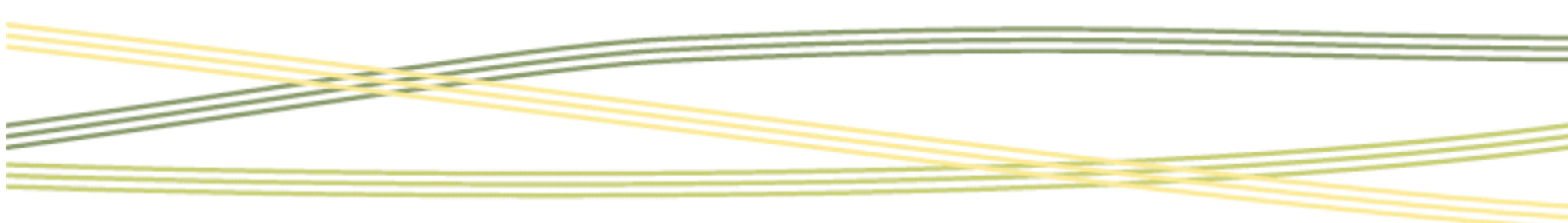
Assessment

Assessment may include class activities, assignments, and group work. Assessment in theory and practical components of the course will ensure required level of competency achievement.

All enquires to the Customer Service Centre on:

Email: info@rochdaleinstitute.com.au

Telephone: 1300 889 846



Units of Study

Compulsory Units

BSBMGT402A	Implement operational plan
BSBWOR402A	Promote team effectiveness
BSBMGT401A	Show leadership in the workplace
BSBOHS407A	Monitor a safe workplace

Electives – Select 3 elective units from the following:

BSBINM401A	Implement workplace information system
BSBMGT403A	Implement continuous improvement
BSBWOR404A	Develop work priorities
BSBLED401A	Develop teams and individuals
BSBCUS401A	Coordinate implementation of customer service strategies
BSBRISK401A	Identify risk and apply risk management processes
BSBPMG510A	Manage Projects
BSBWOR401A	Establish effective workplace relationships
BSBWRT401A	Write complex documents

Electives – Select 3 elective units from the following:

BSBITU401A	Design and develop complex text documents
BSBADM406B	Organise business travel
BSBFIA401A	Prepare financial reports
BSBADM405B	Organise meetings
BSBADM407B	Administer projects
BSBADM409B	Coordinate business resources

