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SAMPLE TRAINEESHIP OVERVIEW

CERTIFICATE IV in LEADERSHIP & MANAGEMENT (BSB40520)

Must Complete 12 Units Altogether: 5 Core Units + 7 Elective Units.

DAY	UNIT
1	BSBLDR411 Demonstrate leadership in the workplace (Core)
2	BSBCMM411 Make presentations (other)
3	BSBWHS411 Implement & monitor WHS policies, procedures & programs to meet legislative requirements (Elective A)
4	BSBWRT411 Write complex documents (Elective B)
5	BSBXCMM401 Apply communication strategies in the workplace (Core)
6	BSBPEF402 Develop personal work priorities (Elective A)
7	BSBOPS402 Coordinate business operational plans (Core)
8	BSBXTW401 Lead and facilitate a team (Core)
9	BSBSTTR401 Promote innovation in team environments (Elective A)
10	BSBOPS403 Apply business risk management processes (Elective A)
11	BSBLDR413 Lead effective workplace relationships (Core)
12	BSBLDR414 Lead team effectiveness (Elective A)

This course is fee free for new entrant workers under the NSW Government Smart & Skilled Program.

A range of additional NSW & Commonwealth Government incentives is also available to support apprentices and trainees.

Refer to the following link https://www.training.nsw.gov.au/apprenticeships_traineeships/employers/funding.html