



## SAMPLE TRAINEESHIP SCHEDULE

### CERTIFICATE IV in LEADERSHIP & MANAGEMENT (BSB42015)

**Must complete 12 units altogether: 4 core units + 8 elective units.**

DAY 1	<i>Identify risk &amp; apply risk management processes (E1)</i>	BSBRSK401
DAY 2	<i>Implement &amp; monitor WHS policies, procedures &amp; programs to meet legislative requirements (E2)</i>	BSBWHS401
DAY 3	<i>Write complex documents (E4)</i>	BSBWRT401
DAY 4	<i>Make a presentation (E5)</i>	BSBCMM401
DAY 5	<i>Show leadership in the workplace (E3)</i>	BSBMGT401
DAY 6	<i>Communicate effectively as a workplace leader (C1)</i>	BSBLDR401
DAY 7	<i>Lead effective workplace relationships (C2)</i>	BSBLDR402
DAY 8	<i>Lead team effectiveness (C3)</i>	BSBLDR403
DAY 9	<i>Develop work priorities (E6)</i>	BSBWOR404
DAY 10	<i>Implement operational plan (C4)</i>	BSBMGT402
DAY 11	<i>Develop teams &amp; individuals (E7)</i>	BSBLED401
DAY 12	<i>Promote innovation in a team environment (E8)</i>	BSBINN301

This course may be subsidised 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](https://www.training.nsw.gov.au/apprenticeships_traineeships_employers/funding.html)