

## PRE – ENROLMENT INFORMATION FACT SHEET

### BSB42015 – Certificate IV in Leadership and Management (Course CRICOS Code: 099668D)

#### What is the BSB42015 – Certificate IV in Leadership and Management and what type of employment opportunities will be available to me when I have attained 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

#### What is the duration and mode of study of this course?

52 weeks (including public holidays, re-assessment and catch-up classes) - full-time study 20 contact hours per week timetabled over 2.5 days per week.

#### Campuses and Training Locations

- Ground Floor, 313-315 Flinders Lane, Melbourne, Victoria, 3000

#### What are the course entry requirements?

- There are no BSB - Training Package entry requirements for this qualification

#### Entry and Admission Requirements for International Students

- AIIT requires that all International students must be 18 years of age or over at the time of enrolment in this qualification and must provide evidence that they have obtained or completed one of the following:
  - Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>); (Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->); or
  - Have completed a Certificate III, Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia; or,
  - Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (Vic); or
  - Have completed the ELICOS Course: General English – Intermediate Level
- Note – If an International overseas student is unable to provide any of the above evidence at the time of enrolment they will be required to complete AIIT's English Language Proficiency Assessment to ensure that they have the required English proficiency level for the course in which they want to enroll.
- Complete a Language, Literacy and Numeracy (LL&N) Assessment so that AIIT can determine whether the student needs additional LL&N support during their studies.
- AIIT will determine any prior learning of each student with regard to their existing skills, knowledge and experience that that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training AIIT will provide to each student (as per Clause 1.2, ASQA RTO Standards 2015).
- If RPL or a Credit is granted, this will result in shorter course duration for this qualification. In addition AIIT before providing credit on the basis of a Testamur, Statement of Attainment or Record of Results that have been provided by a student, AIIT will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).

#### Recognition of Prior Learning – Credit Transfer Exemptions

Participants who have obtained competencies other than via qualification or attainment from other RTO's are given the opportunity, before commencing to obtain exemptions and credits for those units of competency.

Students who are seeking recognition of prior learning will be provided with the assessment tools for each unit. Students will complete the assessment tasks and/or provide evidence that relates to the assessment tasks.

#### Units of Competency and Topics

12 Units of Competency must be completed with topics including Management and Leadership, Regulation, Licensing and Risk – Work Health and Safety and Risk Management, Creativity and Innovation, Stakeholder Relations – Customer Service, Diversity and General Administration. <https://www.aiit.vic.edu.au/courses>

#### Assessment Methods

The program is classroom-based delivery **face to face** with trainer led training in classrooms, and computer labs consisting of direct observation, product-based methods, portfolios, questioning and third-party evidence.

#### Pathways

Potential employment options could include as a Supervisor in a range of industry areas and sectors.

Students who complete this course may wish to continue their education into the BSB51918 - Diploma of Leadership and Management.

#### Additional Non-Tuition Course Materials Fees

Students will be required to purchase prescribed Text books and supporting training resources as listed in the individual course flyer. <https://www.aiit.vic.edu.au/courses>

#### Refunds and Fees Protection

Please refer to AIIT's Refund Policy and Procedure and the Student Fees Protection Policy for further information; available online, in AIIT's Student Handbooks or at an AIIT Campus.

#### Safety and Security

If students are timetabled to attend classes after 6pm or on weekends, it is recommended for the student's own interest to travel to and from using transport in groups as they should not isolate themselves when travelling to and from AIIT's Campuses.

#### Deferment, Suspension and Cancellation

For the complete policy and procedure, please request a copy at our Head Office Reception Desk or visit our website <https://www.aiit.vic.edu.au/pol-pro>

#### Student Support Services

AIIT offers a range of Student Support Services that caters for the needs of all students, including language literacy and numeracy support, career counselling, resume writing and IT Digital support (where identified, required and requested).

#### Application Process

Apply directly to AIIT, [info@aiit.vic.edu.au](mailto:info@aiit.vic.edu.au), or through an AIIT approved Educational Agent <https://www.aiit.vic.edu.au/reg-agents>

#### Where can I get further information?

Reception (Head Office), Ground Floor, 313 - 315 Flinders Lane, Melbourne, Victoria, Australia, 3000  
Phone: + 61 3 96497691  
Email: [info@aiit.vic.edu.au](mailto:info@aiit.vic.edu.au)  
Website: <https://www.aiit.vic.edu.au/>