

Leadership and Management Traineeship – Level 4



The qualification

Certificate IV in Leadership and Management equips individuals who are working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

To give you an idea, the following are the 5 core units covered in **Certificate IV in Leadership and Management**:

1. Demonstrate leadership in the workplace
2. Lead effective workplace relationships
3. Coordinate business operational plans
4. Apply communication strategies in the workplace
5. Lead and facilitate a team

A total of 12 units must be completed, with at least 4 electives selected from those listed in Group A of the **Certificate IV in Leadership and Management**. The remaining 3 electives may be selected from those listed for the qualification, across Groups A and B. If not listed, up to 2 units may be selected from a Certificate IV or above qualification from any currently endorsed Training Package.



The traineeship

The traineeship using **Certificate IV in Leadership and Management** suits a worker with some years of work experience who is emerging as a leader or has demonstrated leadership qualities.

The traineeship is 18 months in duration full-time, and 27 months part-time. It is not available to school students.



Duties

As well as assuming responsibility for their own performance, this qualification enables individuals to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.



Workplaces

This traineeship is suitable for individuals working in a team environment in an organisation across a range of industries.

Similar to other Business Services Traineeships at Level 4, workers undertaking this traineeship are typically employed in an office of a commercial business, government, educational organisation, or ancillary health practice. These trainees may also work in other industry sectors, provided they are employed specifically in a team leader role and there are no traineeships using industry-specific qualifications at Certificate IV level.



The job

This qualification provides the skills to work as:

Call or Contact Centre & Customer Service Managers (ANZSCO 1492)

Contract, Program and Project Administrators (ANZSCO 5111)

Office Managers (ANZSCO 5121)

Practice Managers (ANZSCO 5122)





Manager Traineeship (Diploma of Leadership & Management)



The qualification

The [Diploma of Leadership and Management](#) reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

The following are the 6 core units covered in the [Diploma of Leadership and Management](#):

1. Communicate with influence
2. Develop critical thinking in others
3. Lead and manage effective workplace relationships
4. Manage business operational plans
5. Develop and use emotional intelligence
6. Manage team effectiveness

A total of 12 units must be completed, with at least 4 electives selected from those listed for the [Diploma of Leadership and Management](#). The remaining 2 electives may be selected from those listed for the qualification, or from a Certificate IV or above qualification from any currently endorsed Training Package.



The traineeship

The traineeship using the [Diploma of Leadership and Management](#) suits individuals with several years of experience, who display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others.

The traineeship is 24 months in duration full-time, and 36 months part-time. It is not available to school students.



Duties

Individuals at this level use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.



Workplaces

This traineeship is suitable for individuals working in a team environment in an organisation across a range of industries.

Workers undertaking this traineeship are typically employed in a managerial position within an office of a commercial, government, health, legal or educational organisation.

They may also work in managerial positions in automotive, manufacturing, mining, warehousing, hospitality, retail or logistics operations.



The job

This qualification provides the skills to work as:

General Managers (ANZSCO 1112)

Corporate Services Managers (ANZSCO 1321)

Human Resource Managers (ANZSCO 1323)

Policy and Planning Managers (ANZSCO 1324)

Research, Development Managers (ANZSCO 1325)

Office Managers (ANZSCO 5121)

Practice Managers (ANZSCO 5122)

