

Mayfield Education

CIV in Leadership & Management-BSB42015

Program Code	Start Date	Program Length	Campus	Study Mode	Contact
BSB42015	TBA	12-14 months	Mayfield Education Hawthorn	Part Time	(03) 9882 7644

COURSE OVERVIEW

This qualification is suitable for people who work in the role of supervisor or senior workplace trainer in a broad range of healthcare settings including support services, technical services, care services, professional support services and administration services.

ENTRY CRITERIA

- This qualification is suitable for people who work in the role of supervisor, team leader or workplace trainer in a healthcare setting.
- Computer skills to utilise Mayfield online learning resources. Students must have access to a computer and internet to complete blended learning.

TRAINING PROGRAM

12 Units – 4 Core and 8 elective units

Core units

- BSBLDR402 Lead effective workplace relationships
- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan

Elective Units

- BSBMGT403 Implement continuous improvement
- BSBWOR404 Develop work priorities
- BSBCMM401 Make a presentation
- BSBCUS402 Address customer needs
- BSBLED401 Develop teams and individuals
- BSBPMG522 Undertake project work
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBRSK401 Identify risk and apply risk management processes

DELIVERY

- On-site attendance

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- Can do unit by unit OR the whole course
- Structured learning in your own time
- Workplace experience

DATE

Refer to “Training Program” for start date on each units; you may enroll per unit or for the whole course

Classes run from 09.30 am to 4.00 pm

ASSESSMENT

Students are assessed against specific performance criteria for each unit of study. Short assignments, a review of workplace practices.

AWARD

Nationally Recognised Certificate

LEARNING PATHWAY

Course Benefits

Students develop skills to confidently and effectively supervise staff and work together to achieve better service delivery in their work unit.

FEE

Funded Fee: \$4,146; Funded Hourly Rate: \$7.68; Concession Funded Hourly Rate: \$1.54

Full Fee: \$7,000

Material Fee: Nil

Individual units are able to be undertaken for \$460 each. These attract a \$50 admin fee for each enrolment

Fee instalment plans may be negotiated with students depending on individual circumstances.

Applicants who are upskilling will be eligible for funding under the “Skills First”. Please check the Funded Courses tab for eligibility criteria.

This course can also be undertaken as a traineeship. Please refer to the Mayfield Traineeship tab for further information about eligibility and funding options through Skills Victorian Training Guarantee.

For further information contact Mayfield Education Student Services.

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The student tuition fees as published are subject to change given individual circumstances at enrolment.

LOCATION

Hawthorn Campus
Mayfield Education
2-10 Camberwell Road
Hawthorn East Victoria 3123
Australia

[View Map](#)

A small number of sessions are scheduled off campus