Team Leader Skill Set
(4 Units)
About the course

This skillset will prepare you to lead and manage people in a variety of business contexts.

Effective Leadership is important in all organisations. Team members and team leaders will benefit from capability development in both management and leadership.

Completion of the 4 units of competency will provide essential team leadership and operational planning skills for current and future team leaders to meet the changing work roles for themselves and their staff as a result of service delivery changes and rapid workforce expansion.

These four units will provide team leadership skills including the skills to apply initiative and judgement in planning, organising, implementing and monitoring your workloads and providing guidance and support to others. They will also help with communication skills needed to support individuals and teams to plan, design, apply and evaluate solutions to unpredictable problems.

“I could work at night, or first thing in the morning – whatever suited my day.” Student and sheep station manager.

Completion of your Course

Upon successful completion of this course, you will gain 4 units credit towards BSB42015 Certificate IV in Leadership and Management.
Entry requirements

Minimum age

Minimum age of 16 years. If you are under 18 your application must be signed by a parent or guardian.

English language requirements

If English is not your first language and you did not complete the last two years of secondary education in English, you are required to provide evidence of English language competency before enrolling into the course.

Examples of appropriate evidence are listed below:

<table>
<thead>
<tr>
<th>Evidence</th>
<th>Example</th>
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<tbody>
<tr>
<td>IELTS</td>
<td>Overall score of 5.5</td>
</tr>
<tr>
<td>TOEFL</td>
<td>530 (paper), 197 (computer) or 71 (internet)</td>
</tr>
<tr>
<td>Evidence of 12 months in English-speaking employment</td>
<td>Testimonial or statutory declaration</td>
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Fees

How much is the course?

Fee for service – $1,350

There are no fee exemptions, concessions or subsidies available for this course. Fees include all essential study materials.

Extra study resources may be available to enhance your learning, but will attract an additional charge.

Call us on 1300 823 366 for further information and advice.

Do you have a USI?

All students studying nationally recognised qualifications are required to register for a USI before enrolment with a registered training organisation anywhere in Australia.

Find out more
Computer requirements

You will need access to a computer and the internet to complete this course. Minimum specifications for your computer are:

» Microsoft Office 2013 or equivalent
» Microsoft Windows XP, or Mac OS X or above
» CD-ROM drive
» Up to date internet browser

You may also need access to a printer and the following applications:

» Adobe Acrobat Reader
» Adobe Flash Player.

You will also need access to a video recording device, or Smart Phone with recording features, to show and upload to identity.

Course timeframe and commitment

We suggest you aim to complete the Team Leader Skill Set over 6 months.

Delivery mode

The Team Leader Skill Set is offered through TAFEnow. Delivery is online which involves training and assessment using web-based materials where you are supported and guided in your learning by a teacher with limited interaction.
Units and assessment methods

Listed below are the units you will be required to successfully complete to achieve this qualification. This also provides information on how each unit will be assessed.

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Assessment Event</th>
<th>Assessment Method/s</th>
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<tbody>
<tr>
<td>BSBLDR401</td>
<td>Communicate effectively as a workplace leader</td>
<td>3 x Portfolio</td>
</tr>
<tr>
<td>BSBLDR402</td>
<td>Lead effective workplace relationships</td>
<td>Written Tasks x 2</td>
</tr>
<tr>
<td>BSBLDR403</td>
<td>Lead team effectiveness</td>
<td>Short answer question, essay and portfolio</td>
</tr>
<tr>
<td>BSBMGT402</td>
<td>Implement operational plan</td>
<td>3 x Portfolio</td>
</tr>
</tbody>
</table>

Plagiarism

Whatever the form of assessment, it is essential that the work you are assessed on is your own. All students should be aware that penalties will be imposed for students found cheating in an assessment. Cheating can take different forms. For example, it may be copying or using the work, writing, drawings or photographs created by other people and passing them off as your own. You must make it clear if you are quoting or using other people’s work.

Where you are working in a team with other students on a joint assessment task, your teacher will explain how your own contribution will be assessed.
Before you enrol

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

How to get a USI

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFEnow.

For more information on the USI click here.

How to enrol

Enrolling with TAFEnow is easy!

- Enrol online today by visiting our website at www.tafenow.com.au and select your enrolment method from the options available.
- Enrol by phone. Just call one of our TAFEnow Customer Service Staff on 1300 823 366
- Email tafenow@tafensw.edu.au and our friendly customer help team will contact you to finalise your enrolment.