



Dual Certificate IV - BSB40215
Certificate IV in Business and
BSB42015 Certificate IV in
Leadership and Management

Course Overview



Mentor
education

RTO 21683

www.mentor.edu.au

Why Mentor Education

www.mentor.edu.au



“I was extremely impressed with the quality of the training that you delivered”

Tony Read - Mentor Education Diploma Graduate

Established in 2003, we are Australia's largest privately owned training organisation focused on the Accounting, Financial Services & Business training market. Many of our graduates currently work for Australia's leading financial services institutions (including Big 4 Banks) and small businesses all around Australia.

Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis.

Exemplary Student Support

Mentor Education has gained an enviable reputation as being able to deliver outstanding education and training coupled with personalised student support and customer service.

Our commitment to you

Our commitment is exemplified by the high level of student support received - our industry experts and assessors are available to personally respond to your questions and offer constructive feedback and guidance.



Student Support

To help you thrive and achieve your study goals, expert teacher support is available to you



Phone Support
Available

1300 306 146 **+61 3 8317 2953**
Monday to Friday 9am to 5.00pm (AEST)



Email Support
Response within two business days

You can get one-on-one help from expert tutors via email and you are encouraged to share your work to receive feedback.

Payment Options

Mentor Education has assisted many students from a variety of backgrounds and needs. Simply speak to your course adviser for a Payment Option that will work for you.



Course name	Dual Certificate IV - BSB40215 Certificate IV in Business and BSB42015 Certificate IV in Leadership and Management
Delivery options	Online Learning
Course duration	6 - 12 months
Assessments	Assessment tasks may be a combination of Multiple choice, Short answer questions, Case study and Scenario responses, Projects, Portfolio, Research, Business Plans, IT Plans, Project Plans, Journal and Self-Reflection exercises
Nationally recognised	Yes

Potential jobs

- Team leaders and remote team leaders
- Office managers and office administrators
- Team Coordinators
- Those in general management and administrative roles
- Those seeking to or who already own and/or operate small businesses

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This Dual Certificate qualification caters to individuals working, or aiming to work as team leaders, remote team leaders, office managers, team coordinators and those in general management roles. The course is also ideal for those seeking to or who already own and/or operate small businesses.

Covering a diverse range of business, leadership and management subjects, this dual qualification includes study units covering topics such as:

- Coordinating business resources
- Promotion of products and services
- Leading team effectiveness
- Implementation of continuous improvement
- Leading and facilitating off-site staff
- Communicating effectively as a workplace leader

Industry Endorsed and Trusted

Mentor Education's Dual Certificate - BSB40215 Certificate IV in Business and BSB42015 Certificate IV in Leadership and Management course is a nationally recognised qualification, complying with the AQF standard and ASQA standards for Registered Training Organisations.

Entry requirements

There are no pre-requisites for entry to this course.

Who Should Enrol?

This qualification has been designed to accommodate both individuals with no formal training qualifications and those seeking an entry point for transition into further education. The course is suited to both experienced managers and aspiring administration managers.

Course Outcomes

Upon successful completion of this course, you will be awarded the Dual Certificate - BSB40215 Certificate IV in Business and BSB42015 Certificate IV in Leadership and Management qualification.

Assessment

Assessment tasks may be a combination of:

- Multiple choice
- Short answer questions
- Case study and scenario responses
- Projects, Portfolio, Research, Plans
- Journal and Self-reflection exercises

Course Outline

Units of Competency

Core units

- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBMGT402 Implement operational plan
- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness

Elective Units

- BSBADM405 Organise meetings
- BSBADM409 Coordinate business resources
- BSBPMG522 Undertake project work
- BSBMKG413 Promote products and services
- BSBMKG414 Undertake marketing activities
- BSBLDR404 Lead a diverse workforce
- BSBMGT407 Apply digital solutions to work processes
- BSBMGT404 Lead and facilitate off-site staff
- BSBINN301 Promote innovation in a team environment
- BSBMGT403 Implement continuous improvement
- BSBREL402 Build client relationships and business networks

Study options

www.mentor.edu.au

Online learning

Study online at your own pace, giving you the flexibility to achieve a nationally recognised qualification whilst also fulfilling your other life commitments.

Unlimited e-mail and phone support

Unlimited e-mail and phone support is provided by our experienced student support team between Monday to Friday, 9am – 5pm, so you're never left to feel 'lost' or stuck during your studies.

Face-to-face Instructor-led Virtual Classroom

Virtual Classroom is the fastest way to achieve your qualification. Conducted via video conference and facilitated by industry professionals skilled at making the learning experience interactive.

How to Enrol

To enrol, you can complete one of the following options:



1300 306 146
(option 1 'new enquiries')



learn@mentor.edu.au



www.mentor.edu.au

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