

## Certificate IV in Frontline Management BSB40807

*If you have staff who are in a position to lead a team, or are required to be actively working within a team environment, this could be the course for you!*

Comprising 10 units, there are 4 core (mandatory) units:

- Show leadership in the workplace
  - Implement operational plan
  - Monitor a safe workplace
  - Promote team effectiveness

And 6 elective units which can be selected from the following speciality areas:

- Customer Service
- Financial Administration
  - Marketing
  - Management
- Workplace Effectiveness
- OH&S and Risk Management
  - Legal Services
- Financial Management

*This course is suitable as an Australian Apprenticeship as an Existing Worker or a New Entrant Traineeship.*



## Certificate IV in Small Business Management BSB40407

*Working in a small business or employing staff for your own small business?*

*Consider this as a form of succession planning by training staff to manage your small business.*

Comprising 10 units, there are 4 core (mandatory) units:

- Establish legal and risk management requirements of small business
- Plan small business finances
- Market the small business
- Undertake small business planning

And 6 elective units which can be selected from the following speciality areas:

- Creative Thinking
- Customer Service
- Financial Administration
  - Marketing
- Relationship Management
- Small and Micro Business

*This course is suitable as an Australian Apprenticeship as an Existing Worker or a New Entrant Traineeship.*

## Certificate IV in Human Resources BSB41007

*This course is suitable for those persons with Human Resources functions as part of their position or work in dedicated HR units.*

Comprising 10 units of competency, of which 4 are mandatory:

- BSBHRM401A Review human resources functions
- BSBHRM402A Recruit, select and induct staff
- BSBHRM403A Support performance management process
- BSBWRK410A Implement industrial relations procedures

The remaining 6 units could be similar to the following selection:

- BSBINN301A Promote innovation in a team environment
  - BSBOHS407A Monitor a safe workplace
  - BSBREL401A Establish networks
- BSBRES401A Analyse and present research information
- BSBWOR401A Establish effective workplace relationships
  - BSBWRT401A Write complex documents

*This course is suitable as a New Entrant or Existing Worker Traineeship.*

For more information, visit  
[www.regionalllearning.com.au](http://www.regionalllearning.com.au)



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