

# Mayfield Education

## CIV in Leadership & Management-BSB42015

Program Code	Start Date	Program Length	Campus	Study Mode	Contact
BSB42015	Refer to Units for start dates	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: **TBA**
- BSBLDR401 Communicate effectively as a workplace leader: **16 July 2018**
- BSBLDR403 Lead team effectiveness: **20 August 2018**
- BSBMGT402 Implement operational plan: **TBA**

#### Elective Units

- BSBMGT403 Implement continuous improvement: **TBA**
- BSBWOR404 Develop work priorities: **17 September 2018**
- BSBCMM401 Make a presentation: **TBA**
- BSBCUS402 Address customer needs: **15 October 2018**
- BSBLED401 Develop teams and individuals: **19 November 2018**
- BSBPMG522 Undertake project work: **17 December 2018**
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements: **TBA**
- BSBRSK401 Identify risk and apply risk management processes: **TBA**

### DELIVERY

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- On-site attendance
- 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.

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For further information contact Mayfield Education Student Services.

**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

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[View Map](#)

A small number of sessions are scheduled off campus