

# Mayfield Education

## CIV in Leadership & Management-BSB42015

| <b>Program Code</b> | <b>Start Date</b> | <b>Program Length</b> | <b>Campus</b>               | <b>Study Mode</b> | <b>Contact</b> |
|---------------------|-------------------|-----------------------|-----------------------------|-------------------|----------------|
| 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

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[View Map](#)

A small number of sessions are scheduled off campus