

BSB40807: Certificate IV in Frontline Management

Description

The Frontline Management curriculum is specifically designed to provide current and future managers of profit and non-profit organisations with the necessary skills and abilities to provide effective staff management and problem solving through the development of their existing research and analytical skills, as well as providing a vehicle to develop new methods of delivering effective management for the entire organisation.

Class-Schedule

Classes for the Certificate IV in Front-Line Management commence in 3rd week February 2010

Subjects

- BSBMGT401A: Show leadership in the Workplace
- BSBMGT402A: Implement Operational Plan
- BSBOH407A: Monitor a safe workplace
- BSBWOR402A: Promote team effectiveness
- BSBINN401A: Promote innovation in a team environment
- BSBMGT403A: Implement continuous improvement
- BSBMGT404A: Lead and facilitate off-site staff
- BSBMKG413A: Promote products and services
- BSBMG510A: Manage projects

Electives: Choose one (1) of the following:

- BSBREL401A: Establish networks
- BSBWOR401A: Establish workplace relationships
- BSBSMB404A: Undertake small business planning
- BSBMKG414A: Undertake Marketing Activities
- BSBWOR404A: Develop work priorities

Vocational Pathways

- Frontline manager/supervisor
- Team Leader
- Church or para-church manager/supervisor

Entry Requirements

Be able to read and write documents and understand mathematical concepts to a level required to complete Year 10.

Course Structure

The course will consist of face-to-face lecture and tutorial classes.

Course Assessment

Assessment may involve a combination of written assessment tasks, presentations, class discussions, role plays, reflective journalling, development of business plans and some practical work experience.

Cost: Certificate IV in Front-line Management

• BSBMGT401A: Show leadership in the Workplace	\$400
• BSBMGT402A: Implement Operational Plan	\$400
• BSBOH407A: Monitor a safe workplace	\$400
• BSBWOR402A: Promote team effectiveness	\$400
• BSBINN301A: Promote innovation in a team environment	\$400
• BSBMGT404A: Implement continuous improvement	\$400
• BSBMGT404A: Lead and facilitate off-site staff	\$400
• BSBMKG413A: Promote products and services	\$400
• BSBMG510A: Manage projects	\$400

Electives: Choose one (1) of the following:

• BSBREL401A: Establish networks	\$400
• BSBWOR401A: Establish workplace relationships	\$400

Registration Fee: \$75
Total: \$4075

Note: Course fees include textbooks

Other fees

Graduation Fee: \$100
Dishonour Fee- cheque: \$50
Dishonour Fee- payment plan: \$30
Extra Record of Studies / Transcript: \$40
Late library Loans:\$1 per day per item
Late Assignment admin fee: \$2 per week per item
Loss library Material: Recommended Retail price + \$10
Textbook levy/fee for Diploma and above: \$25 plus - per subject
Registration Fee applies to student not previously enrolled in Certificate IV program: \$75

IMPORTANT CONDITIONS - PLEASE READ

1. Students must arrange payment of all fees at enrolment. To assist students we have provided an On-line Fee Payment Service. Your fees are made up of three components: (a) Registration fees, (b) Tuition fees, and (c) Graduation fees. In cases of financial hardship, students may pay by instalments under conditions specified by the college after an initial \$100 deposit has been paid.
2. Subject to the Refund Policy, a student is liable for all their fees even if they withdraw.
3. AAC may refuse admission to students who have defaulted on the payment of charges and have outstanding debts to the College.
4. Re-enrolment in a subject, which a student has failed twice, is not permitted, unless approval has been obtained from the college.
5. Assessment results will not be given over the phone. All results will be posted to your postal address, so please ensure that you inform the office of changes to your address prior to completion of the course.
6. At the completion of a Certificate/Diploma/Advanced Diploma the student should submit an Application for an Award Form in the semester in which the award requirements are completed. Please be aware that for mutual recognition, AAC can give recognition to qualifications and relevant units of competency and related qualifications issued by other Australian registered training organisations if supporting documentation is provided (e.g. certified copies of previous awards).
7. The College is obligated to provide a student's name, address and enrolment data to the Department of Training, Centrelink and other authorised institutions when requested.

8. Students are responsible for the payment of fees. Where an employer has signed an agreement with ACC to pay fees and charges on behalf of a student, the college will invoice the employer. If, however, the fees are unpaid, students remain liable for payment of all student fees.
9. Students are advised that some courses may require them to undertake a work placement within the industry. Prior to such placements, a student will need to meet certain industry conditions (e.g. holding a valid Blue Card, etc.). In such work placements, students are expected to act professionally and meet the normal behavioural standards of the industry (e.g. dress code, work hours, medical certificate if absent from work, etc.) to satisfy the competency standards of work placements.

REFUNDS POLICY

A full refund will be granted if:

- a student withdraws from an entire course because the course is cancelled; or
- the College reschedules a class/course to a time unsuitable for the student

NB: In all cases, refunds are not automatically made. Students must formally request a refund by filling in a Refund and Withdrawals form.

A partial refund will be granted if:

- a student can offer written evidence that they must withdraw for reasons beyond their control which prevent them from continuing their studies. In such cases as are approved by the college, the refund will be on a pro-rata basis.

No refund will be granted if:

- a withdrawal/application for refund is submitted that does not meet the previously listed requirements.

Note: No refund applies to units of competency not yet commenced if the application is lodged after 14 day period, as they are part of a course/program of study.

- because of the ceiling of tuition fee charges, full-time students who withdraw from a single module/unit of competency may not, in some instances, be entitled to a refund.

Special circumstances

- Pro-rata refunds may be approved by the College Dean if students can establish with documentary evidence satisfactory grounds for withdrawing from the course/qualification e.g. serious illness or disability, transfer of employment or other circumstances beyond their control.

Students who withdraw while on a Payment Plan

- A student who is paying by the installment plan option will only be entitled to a refund if the total owed by the student is less than the refund due. In situations where a student owes more than the refund due, a new fees payment agreement will be issued and their outstanding debt amended. Note: If students do not officially withdraw within the limits previously specified they will still be liable for full payment of any outstanding fees.

Note: This policy does not apply to International Students. International Students seeking a refund must contact the AAC International co-ordinator.

SKILLS RECOGNITION or RECOGNISED PRIOR LEARNING (RPL)

What is Skills Recognition or RPL?

Recognition of Prior Learning (RPL) is the formal acknowledgment of skills, knowledge and attitudes (elements of competencies) obtained through formal and informal training, study, work and life experience. RPL can be given where formal study in a previously completed course has led to a person demonstrating the same competencies as will be assessed by doing an AAC course. RPL can also be given where a person has evidence that competencies have been developed in situations outside the classroom.

Who is eligible?

To be eligible to enrol in this qualification, students must meet the following pre-requisites:

- Have supplied AAC with a certified copy of a nationally or internationally accredited qualification/ qualifications and relevant units of competency; or
- Have documented extensive relevant community services or industry experience and a demonstrated ability to work at the applying for RPL level.
- Evidence profile consisting of e.g. supervisors reports, examples of work and resume

Once the above criteria are met, then an application for Skills Recognition can be completed. Once an application for Skills Recognition is made, it is implied that the student is asserting they already have the knowledge, skills and experience to meet the requirements of the competency or competencies that they are applying to have Skills Recognition for. Consequently, there are no classes to attend AND there is no provision for academic assistance for the student. Administrative assistance is certainly available to ensure correct enrolment and other system requirements are met.