



*Providing Quality Adult Education*

## **Business** **BSB40807 Certificate IV in Frontline Management**

### **Course Overview**

This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager.

At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

### **Why choose King's?**

Established in 1997, King's International College with campuses at Reedy Creek and Burleigh is recognised for delivering quality training in the health, children's services, automotive and hospitality sectors.

As King's is a community focused non-profit organisation, its surplus funds made from training delivery goes back to either improving or expanding the college's range of courses or goes into its community welfare organisation, the Community Support Agency (CSA).

King's undertakes a duty of care towards its student body and offers course counselling as required.

### **Delivery Options**

External       Traineeship

### **Course Duration**

*External*      2 years

*Traineeship*      1 year      *Traineeship is on-the-job training and supported by workplace visits by a King's Assessor.*

### **Course Prerequisites**

Nil

### **Career Options and Learning Pathways**

This qualification enables you to work within varying industries in front line management and supervisory roles such as:

- Assistant managers / supervisors
- Team leaders
- Front desk managers
- Other individuals holding positions of responsibility

## Course Units

Participants must successfully complete 12 units to be eligible for the Certificate IV in Frontline Management. There are numerous units to select from that can be customized to meet your requirements, as per sample below.

BSBMGT401A	Show leadership in the workplace
BSBMGT402A	Implement operational plan
BSBOHS407A	Monitor a safe workplace
BSBWOR402A	Promote team effectiveness
BSBINN301A	Promote innovation in a team environment
BSBMGT403A	Implement continuous improvement
BSBMKG413A	Promote products and services
BSBREL401A	Establish networks
BSBRSK401A	Identify risks and apply risk management processes
BSBWOR401A	Establish effective workplace relationships

## Recognition of Prior Learning (RPL)

RPL allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training.

These skills and competencies may relate to units you are about to commence and as a result may exempt you from studying these units. Please be aware that there are costs applied to RPL application.

## Course Fees and Payment Options

External	\$3000	\$200 Enrolment Fee (non-refundable fee included)
Traineeship	Please contact Suzanne Dalton for further information 0421 475 225.	

- Credit Card – Visa / Mastercard
- Cash / Cheque / Bank Deposit
- Payment Plan

Please note the following additional charges that apply to Payment Plans:

- Fortnightly payment plans paid with a credit card (Visa/Mastercard) incurs an additional processing fee of 2.2%.
- Fortnightly payment plans includes a payment processing fee of \$1.75 per payment.
- All payment plans will have a one-off charge of \$3.30 for account set up.
- Additional payment plans (eg. Monthly payments) may be negotiated upon request.

## How to enrol

Download an enrolment form from website and submit online or collect from campus.

- ☺ In person at Burleigh Campus – 6 Ern Harley Drive, Burleigh
- ☎ Enquire by telephone – 07 5593 4386
- ✉ Mail – King's International College, Private Bag 68, Burleigh MDC, Qld 4220
- 🌐 Website – [www.kings.net.au](http://www.kings.net.au)

## Further information

Contact Business Development Officer - Helen Briggs - 07 5593 4386 or email [hbriggs@kings.net.au](mailto:hbriggs@kings.net.au)  
Or visit our campus at 6 Ern Harley Drive, Burleigh.

