



Certificate IV (Dual Qualification) **Front Line Management & Business Administration**

Location
Westvic
Warrnambool
171 Lava Street

RTO TOID 4184

Costs
(GST Not Applicable)

Funded

Tuition Fees
\$187.50
plus
Resources &
Materials
\$260

Note

Registered
job seekers who
are **funded** will
be eligible for a
'tuition fee waiver'

**Non-funded
(Fee Paying)**

Tuition Fees \$1315
plus
Resources &
Materials

**Information
session**

Semester 1

Thursday 2nd
February
6.00pm to 7.00pm

Semester 2

Monday 28th
May
6.00pm to 7.00pm

COLAC
CAMPERDOWN
WARRNAMBOOL
HAMILTON
PORTLAND

If you seek to further develop your skills and knowledge in identifying risk and applying risk management processes, organising meetings, developing text documents and spreadsheets, leadership in the workplace, operational plans and monitoring a safe workplace then this is the course for you. Ideal for employees who provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its outcomes.

Workshop attendance:

Attendance at workshops is not compulsory but are provided to assist students to progress through the units outlined. Students are required to notify us if they are attending not, to allow our trainer to prepare adequate resources for the day. You may decided to only attend the workshops for the units you feel you need the most assistance.

Pre-requisites/entry requirements: Students will preferably be in or recently have had access to a suitable workplace environment.

BSB40807 Cert IV in Frontline Management, and BSB40507 Certificate IV in Business Administration		
Warrnambool		
Unit	Semester 1 Workshop date (Thurs & Frid)	Semester 2 Workshop date (Thurs & Frid)
BSBOHS407A - Monitor a safe workplace	23rd February	21st June
BSBADM405B - Organise meetings	24th February	22nd June
BSBITU402A - Develop and use complex spreadsheets	29th March	26th July
BSBINM401A - Implement workplace information system	30th March	27th July
BSBITU401A - Design and develop complex text documents	10th May	30th August
BSBWRT401A - Write complex documents	11th May	31st August
BSBWOR402A - Promote team effectiveness	14th June	4th October
BSBMGT402A - Implement operational plan	15th June	5th October
BSBRSK401A - Identify risk and apply risk management process	19th July	8th November
BSBMGT401A - Show leadership in the workplace	20th July	9th November

Am I eligible for funding?

If you are a job seeker, aged 15 or over, or an employee looking for professional development, you *may* be eligible for government funded training. A free, no obligation assessment

Westvic Staffing Solutions provides a systematic approach to service delivery which is flexible and targeted to the requirements of employees, employers, the local community and those with special needs.



This training may be delivered with Victorian and Commonwealth Government Funding.

To enrol or find out more...

Contact us on 5561 9000 or

jbutler@westvic.org.au

www.westvic.org.au

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