



Certificate IV in Business Frontline Management BSB40807

This is a nationally accredited Australian qualification

This Qualification is suitable for:

Coordinator

Leading Hand

Supervisor

Team Leader

Office Manager

Administration Manager

Outline of the Qualification

The Certificate IV in Business (Frontline Management) 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.

Listed below is an example of a qualification for a Supervisor.

Certificate IV in Business Unit Codes and Names

Note that the units listed below are for example purposes only. You with the assistance of the Australian College of Training staff will select unit's specific to your work environment and required industry training outcomes.

Unit Code	Unit Name
Core Units	
BSBMGT401A	Show leadership in the workplace
BSBMGT402A	Implement operational plan
BSBOHS407A	Monitor a safe workplace
BSBWOR402A	Promote team effectiveness
Elective Units	
BSBCUS403A	Implement customer service standards
BSBINN301A	Promote innovation in a team environment
BSBCMM401A	Make a presentation
BSBMGT403A	Implement continuous improvement
BSBRSK401A	Identify risk and apply risk management processes
BSBWOR404A	Develop work priorities

A full description of each unit is provided during unit selection.



Act Now For Your
Future!

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Why choose the Australian College of Training.

Multi award training organisation at national and state levels.

Quality training solutions at an affordable price

Truly flexible delivery by providing you with a number of delivery options

A qualification tailored specific to your company & personal requirements

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Delivery Information

The Australian College of Training offers you the student a number of modes of delivery ranging from on the farm to the class room environment. Everyone has different requirements so we try where possible to tailor the delivery of it to suit your needs.

Your Trainers

The Australian College of Training has sourced the best trainers for the delivery of this qualification. They have both Australia wide and International experience.

Cost of the Qualification

The cost of each qualification varies slightly according to units selected. College staff will explain how fees are charged depending on whether you are eligible for government funding or not.

Potential Funding Options

Check with the Australian College of Training for potential funding options for your state or territory.

How do I Enrol

You can enrol any time in this qualification. There are no specific in take dates.

Contact the Australian College of Training on 1300 785 188 for more information or view us online at www.auscollege.com.au.



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