

Frontline Management

Qualification

- BSB30504 - Certificate III in Business (Frontline Management)
- BSB41004 - Certificate IV in Business (Frontline Management)
- BSB51004 - Diploma of Business (Frontline Management)

Our Delivery

At Training Prospects we deliver our training in a flexible method, to suit you – the employer. We offer:

- A combination of on-job and off-job training methodologies
- Intake for new apprentices all year around
- Training delivered in both metro and regional areas

Our on-job / off-job combination training benefits you as the employer in many ways which include:

- Having more input in your employees training
- Gaining more of an understanding of your employees training requirements
- Direct liaison with your employees trainer

Training Prospects off-job training facilities have been designed and maintained with industry best practice in mind. They provide students with the opportunity to learn the key traditional skills of their chosen vocation as well as modern techniques.

Qualification Summary

The Frontline Management qualifications are aimed at employees who are involved in work teams. These qualifications are appropriate for those involved in leading work teams or managing a business or an aspect of a business. Includes management and business development training ranging from personal organisation to developing work priorities, coordinating business resources to contributing to workplace relationships and leadership support.

A qualification in Frontline Management will give your trainee the backing to work effectively in a range of areas. These areas include but are not limited to:

- Team Leader
- Supervisor
- Manager

Subject to eligibility, some or all of the costs of Training Prospects Business Training may be offset using Commonwealth Incentives.

Contact Details

For further information or to discuss your organisations needs please contact:

Training Prospects

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Sample Training Plan

Qualification Title: BSB41004 - Certificate IV in Business (Frontline Management)

Term of Contract: 24 Months

Units required for qualification: 5 core + 3 elective

Units of Competency

For contracts in excess of twelve (12) months, electives may be negotiated after the core units have been completed or further into the contract to enable trainees / apprentices to pursue developing interests.

| Code | Title | Nominal Hours |
|------------------|---|---------------|
| Core | | |
| BSBFLM403B | Implement Effective Workplace Relationships | 50 |
| BSBFLM405B | Implement Operational Plan | 50 |
| BSBFLM412A | Promote Team Effectiveness | 50 |
| BSBCMN402A | Develop Work Priorities | 40 |
| BSBCMN411A | Monitor a Safe Workplace | 40 |
| Electives | | |
| BSBFLM409B | Implement Continuous Improvement | 50 |
| BSBCMN404A | Develop Teams and Individuals | 40 |
| BSBCMN412A | Promote Innovation and Change | 40 |
| BSBCMN416A | Identify Risk and Apply Risk Management Processes | 50 |
| BSBCMN419A | Manage Projects | 60 |
| | | 470 |