

## COURSE OUTLINE

### 课程简介

## BSB40807 - CERTIFICATE IV IN FRONTLINE MANAGEMENT

### 基层管理四级证书



MINT GROUP

www.mintgroup.com.au

#### WHO SHOULD ENROL INTO THIS QUALIFICATION

##### 招生对象

Practice manager, team leader or supervisor looking to develop skills and career advancement. This unit focuses on areas such as managing work priorities, people management, team effectiveness, operational plans, information systems, customer service management, and workplace learning.

本课程适合有意提升技能或获取职业发展的见习经理，组长或主管。该课程注重以下几个方面的培训：工作重点安排与管理，员工管理，团队效能，经营计划，信息化系统，客户服务管理，和在岗学习等。

- This qualification is recognised nationally under the Australian Qualifications Framework (AQF)

该证书经由澳大利亚学历资格认证纲要评审，在全澳洲范围内获得认可

- A summary of the employability skills developed through this qualification can be accessed from:

查看更多与该证书就业技能相关摘要可点击如下网址：

<http://employabilityskills.training.com.au>

#### DURATION

##### 学期

The qualification can be completed within 6 to 12 months dependant on your full-time/part-time status.

该课程须在六个月至十二个月内完成，这取决于您是选择全日制学习还是在职进修。

#### PRE-REQUISITES

##### 预修课程

There are no prerequisites for entry into this qualification

该课程无预修课程要求。

#### QUALIFICATION RULES

##### 课程要求

To achieve a Certificate IV in Frontline Management, 10 units must be completed:

您需要完成十门课程以获得《基层管理四级证书》，包括：

- 4 Core units  
四门必修课程
- 6 elective units  
六门选修课程

<b>CORE UNITS</b>			
<b>必 课 时</b>	<b>修</b>	<b>课</b>	<b>程</b>
BSBMGT401A-	Show leadership in the workplace 领导工作能力		50
BSBMGT402A-	Implement Operational Plan 经营计划的执行与贯彻		40
BSBOHS407A-	Monitor a safe workplace 安全工作场所监管		50
BSBWOR402A-	Promote team effectiveness 团队效能的提升		50
<b>ELECTIVE UNITS</b>			
<b>选 课 时</b>	<b>修</b>	<b>课</b>	<b>程</b>
BSBFIA402A-	Report on financial activity 财务报告		30
BSBWOR401A-	Establish effective workplace relationships 有效工作关系管理		50
BSBMKG413A-	Promote Products and Services 产品与服务的推广		40
BSBLED401A-	Develop teams and individuals 团队建设与个人发展		40
BSBREL402A-	Build client relationships and business networks 客户关系与企业伙伴关系的建立		50
BSBWOR404A-	Develop work priorities 工作重点安排与管理		40