CERTIFICATE IV IN
FRONTLINE MANAGEMENT
( BSB40807)

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.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Coordinator
- Leading Hand
- Supervisor/Duty Manager
- Team Leader

What is required in this Qualification?
10 units of competency are required to complete this qualification. 7 units are to be chosen from the BSB40807 Certificate IV in Frontline Management qualification (including 4 core unit). The additional 3 units may be chosen from BSB40807 Certificate IV in Frontline Management, or from other qualifications on Access Recognised Training’s scope. At least 2 of the additional units must be selected from a Certificate IV level qualification and a maximum of 1 unit from a Certificate III Level qualification can be selected. All units will be chosen in line with the actual tasks being performed in the workplace and in accordance with the needs of the individual, group or workplace.

Please visit http://training.gov.au/Training/Details/BSB40807 to view the list of units of competency available for this qualification.
**Duration**
Certificate IV in Frontline Management has a 24-month nominal term for a full-time employee. Part-time employees can undertake this traineeship with an increased term.

**Prerequisite requirements & pathways into Certificate IV Frontline Management**
There are no prerequisite requirements for individual units of competency. Preferred pathways for candidates considering this qualification include:
- after achieving the BSB31207 Certificate III Frontline Management or other relevant qualification/s
- OR
- providing evidence of competency in the majority of units required for the BSB31207 Certificate III in Frontline Management or other relevant qualification/s
- OR
- with some vocational experience in a supervisory role but no formal qualification.

**Licensing, Legislative, Regulatory or Certification Considerations**
There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

**Potential Job Pathways after Completing**
Further details on Business Job Pathways are available from Australian Apprenticeships Training Information Service website:
www.aatinfo.com.au then follow links “Pathway Charts” then “Business Services—BSB NSA”

**Employability Skills**
A summary of the employability skills developed through this qualification can be downloaded from http://employabilityskills.training.com.au

**Study Pathways**
After achieving the BSB40807 Certificate IV in Frontline Management, candidates may undertake the BSB51107 Diploma of Management, or a range of other Diploma qualifications.

**NEED MORE INFORMATION? CONTACT ACCESS RECOGNISED TRAINING 1300 TRAINYOU**
www.accessfacilitation.com.au