



**trainwest**  
training your future

# MANAGEMENT

## Enquiry package

Trainwest is a Western Australian owned and run Registered Training Organisation with the objective of providing nationally recognised training programs with exceptional professionalism and support. Our business is built on the relationships we form with our clients. Our team have pride in their work and love what they do.

There are many factors that contribute to the Trainwest difference, including:

- » Highly regarded and enthusiastic Trainers and Assessors
- » Experienced and friendly staff
- » A positive and motivating learning experience
- » Flexible training options
- » In-house training options are our specialty
- » Superior facilities and resources

In today's fiercely competitive market place there is no better time to train and up skill. If you or your organisation requires high quality, flexible training that is competitively priced, contact Trainwest today.

## Table of Contents

COURSE	PAGE
BSB41515 Certificate IV in Project Management Practice	3
Course calendar	4
BSB51415 Diploma of Project Management	5
BSB42015 Certificate IV in Leadership and Management	7
Course Calendar	9
BSB51918 Diploma of Leadership and Management	10
Lead a Management Systems Audit	12
Course Calendar	13

## BSB41515 CERTIFICATE IV in Project Management Practice

**OVERVIEW:** This course will provide you with the skills and knowledge to manage projects and overall project outcomes. It will assist you to use project tools and a variety of methods effectively. Key topics include the management of scope, time, cost, human resources, quality, risk and safety. Manage the process from initiation to completion with what you learn here. Trainwest uses Project Management Institutes' Project Management Body of Knowledge (PMBOK®) - 5th Edition.

**ENTRY REQUIREMENTS:** There are no prerequisites requirements for individual units. There are reading and writing requirements during the course and access to a computer is required.

UNIT CODE	DESCRIPTION
BSBPMG409	Apply project scope management techniques
BSBPMG410	Apply project time management techniques
BSBPMG413	Apply project human resources management approaches
BSBPMG412	Apply project cost management techniques
BSBPMG415	Apply project risk management techniques
BSBPMG411	Apply project quality management techniques
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirement
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control
BSBCMM401	Make a presentation

**DELIVERY STRUCTURE:** In order to gain your BSB41515 Certificate IV in Project Management Practice you will be required to attend five days of face to face training and complete a workplace project. The workplace project is comprised of assessments that enable you to apply the skills and knowledge you have gained from the course to your workplace or a simulated workplace environment.

**In-house training** This course can be delivered onsite at your location. For more information, contact Trainwest

**CERTIFICATION:** Upon completion participants will receive the BSB41515 Certificate IV in Project Management Practice. Upon completion of individual units of competency participants will receive a Statement of Attainment which is a

progression towards the BSB41515 Certificate IV in Project Management Practice.  
This is a Nationally Recognised Qualification

**INVESTMENT:**

2019		
COST	DELIVERY METHOD	DURATION
\$ 2000.00	Face to Face training – New Students	5 days
\$ 1700.00	Face to Face training – Returning Trainwest Students	5 days
\$ 1200.00	Self-directed learning	
\$ 1000.00	Recognition of prior learning	
\$ 300.00	Personal coaching	2 hours

**BSB41515 Certificate IV in Project Management Practice**



Course Dates
21st to 25th January
10 <sup>th</sup> to 14 <sup>th</sup> June
4th to 8th November

**LOCATION:** All training is delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](#)



## BSB51415 DIPLOMA OF Project Management

**OVERVIEW:** This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

**ENTRY REQUIREMENTS:** There are no prerequisites requirements for individual units. There are reading and writing requirements during the course and access to a computer is required.

UNIT CODE	DESCRIPTION
BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication
BSBPMG517	Manage project risk
BSBPMG521	Manage project integration
BSBMGT516	Facilitate continuous improvement
BSBWHS506	Contribute to developing, implementing and maintaining WHS management systems
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness

### DELIVERY STRUCTURE:

**Self-directed learning** this qualification is delivered via eLearning. Candidates have up to 24 months to complete all training and assessment for this qualification.

**CERTIFICATION:** Upon completion participants will receive the BSB51415 Diploma of Project Management. This is a Nationally Recognised Qualification

## INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 1 600.00	eLearning	
\$ 300.00	Personal coaching	2 hours

**PAYMENT PLAN:** All clients have access to Trainwest's interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

## BSB42015 CERTIFICATE IV in Leadership and Management

**OVERVIEW:** This program is designed to suit supervisors and leading hands who wish to develop their leadership approach, advance their personal performance and improve team effectiveness for business success. It is aligned well to individuals who accept responsibility for their own performance, and provide leadership, guidance and support to others.

Ideally, candidates for this program have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Team leaders and frontline managers are a vital link between employees and senior management in every organization. This qualification has been developed to provide you with the comprehensive skills you will need to lead, guide and support your own team while organizing and monitoring their workload.

Trainwest BSB42015 Certificate IV in Leadership and Management takes a practical approach to expanding your own leadership and management capability and is designed for emerging leaders and managers across a range of industries and organisations.

### DELIVERY STRUCTURE:

**Face to face training:** Trainwest delivers this course in four distinct modules. Modules are delivered in rolling 4-6 weekly intakes and can be undertaken in stand alone modules or can be built upon to complete the full qualification.

**In-House training** The BSB42015 Certificate IV in Leadership and Management can be delivered onsite. For information and pricing contact Trainwest.

**CERTIFICATION:** Upon completion participants will receive a Statement of Attainment or the BSB42015 Certificate IV in Leadership and Management.

### Module One – Effective Leadership

UNIT CODE	DESCRIPTION	DURATION
BSBLDR401	Communicate effectively as a workplace leader	3 days
BSBMGT401	Show leadership in the workplace	
BSBCMM401	Make a presentation	

### Module Two – Leading Effective Teams

UNIT CODE	DESCRIPTION	DURATION
BSBLDR402	Lead effective workplace relationships	3 days
BSBLDR403	Lead team effectiveness	
BSBLED401	Develop teams and individuals	

### Module Three – Leading Team Performance

UNIT CODE	DESCRIPTION	DURATION
BSBMGT402	Implement and operational plan	3 days
BSBMGT403	Implement continuous improvement	
BSBWOR404	Develop work priorities	

### Module Four – Leading Safety and Risk

UNIT CODE	DESCRIPTION	DURATION
BSBRISK401	Identify risk and risk management processes	2 days
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirement	
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control	

### INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 600.00	Face to Face training – Per module	2 or 3 days per module
<b>OR</b>		
\$ 2400.00	Face to Face training – full qualification (all modules)	11 days in total



## BSB42015 Certificate IV in Leadership and Management Course Calendar



### 2019 Course Dates

Module	Dates
Module One – Effective Leadership	29 <sup>th</sup> April to 1 <sup>st</sup> May
Module Two – Leading Effective Teams	25 <sup>th</sup> to 27 <sup>th</sup> June
Module Three – Leading Team Performance	24 <sup>th</sup> to 26 <sup>th</sup> July
Module Four – Leading Safety and Risk	29 <sup>th</sup> to 30 <sup>th</sup> July
Module One – Effective Leadership	12 <sup>th</sup> to 14 <sup>th</sup> August
Module Two – Leading Effective Teams	11 <sup>th</sup> to 13 <sup>th</sup> September
Module Three – Leading Team Performance	9 <sup>th</sup> to 11 <sup>th</sup> October
Module Four – Leading Safety and Risk	21 <sup>st</sup> to 22 <sup>nd</sup> October

## BSB51918 DIPLOMA of Leadership and Management

**OVERVIEW:** This qualification is for individuals who display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. The program is designed to develop your leadership and management knowledge, skills and confidence to deal with strategic and operational change. It is about applying this knowledge and skills to demonstrate judgment, leadership and responsibility. It is for those wishing to actively manage their own professional development and secure managerial opportunities in the work place.

**ENTRY REQUIREMENTS:** There are no prerequisites requirements for individual units. There are reading and writing requirements during the course and access to a computer is essential.

UNIT CODE	DESCRIPTION
BSBMGT517	Manage operational plan
BSBWOR502	Lead and manage team effectiveness.
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBMGT502	Manage people performance
BSBLDR511	Develop and use emotional intelligence
BSBLDR502	Lead and manage effective workplace relationships
BSBFIM501	Manage budgets and financial plans.
BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT516	Facilitate continuous improvement
	<b>ELECTIVE UNITS</b>
BSBWHS503	Contribute to the systematic management of WHS risk
BSBWHS502	Manage effective WHS consultation and participation processes

Elective units can be substituted in line with the packaging rules for the BSB51918 Diploma of Leadership and Management

**DELIVERY STRUCTURE:** This qualification is delivered through a blend of mentoring workshops, practical workplace application and self-directed learning. Students can progress at their own pace with the benefit of attending monthly mentoring workshops where they will have close contact with their dedicated Management Trainer. These mentoring sessions create an environment whereby participants remain engaged, supported and challenged.

Students can commence this program at any time.

**Assessment:** Conducted via eLearning portal with a blend of written questions, case studies and projects. These projects are designed to provide a growth opportunity for you as an emerging leader.

The volume of learning of a Diploma qualification is typically twelve months to two years.

**In-House training** The BSB51918 Diploma of Leadership and Management can be delivered onsite at your organisation. For information and pricing contact Trainwest.

**CERTIFICATION:** Upon successful completion students will receive the BSB51918 Diploma of Leadership and Management. Upon completion of individual units of competency participants will receive a Statement of Attainment which is a progression toward the BSB51918 Diploma of Leadership and Management. This is a Nationally Recognised qualification.

**INVESTMENT:**

COST	DELIVERY METHOD	DURATION
\$ 3400.00	New Students	Self-directed
\$ 3100.00	Return Trainwest Students	Self-directed

**LOCATION:** All mentoring sessions will be delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](#)

## LEAD A Management Systems Audit

**OVERVIEW:** Trainwest's Lead a Management System Audit course provides students with the skills and knowledge to conduct management system audits in the areas of safety, quality, environment and management. Students will develop audit criteria based on the relevant standards in their industry.

This skill set will provide participants with the ability to plan, carry out and lead the audit team from the front.

**ENTRY REQUIREMENTS:** There are no prerequisites requirements for individual units. There are reading and writing requirements during the course and access to a computer is required.

UNIT CODE	DESCRIPTION
BSBAUD402	Participate in a quality audit
BSBAUD501	Initiate a quality audit
BSBAUD503	Lead a quality audit
BSBMGT516	Facilitate continuous improvement
BSBAUD504	Report on quality audit

**DELIVERY STRUCTURE:** Face to face training for the lead a management systems audit is 3 days. All students are required to complete a Workplace Project after the face to face training to demonstrate application of auditing in the workplace. The volume of learning of a Diploma qualification is typically is typically twelve months to two years.

**In-house training** This course can be delivered onsite at your location. For more information, contact Trainwest

**CERTIFICATION:** Upon completion participants will receive a statement of attainment which which is a progression towards the BSB51615 Diploma of Quality Auditing. This is a Nationally Recognised Qualification



## INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 1 600.00	Face to Face training – New Students	3 days
\$ 1 300.00	Face to Face training – Returning Trainwest Students	3 days
\$ 300.00	Personal coaching	2 hours
\$ 50.00	Diploma unit of competency credit transfer fee	
\$ 350.00	Daily training rate	
\$ 250.00	Diploma unit of competency via self-directed learning	

## Lead A Management Systems Audit Course Calendar



### 2019 Course Dates

26<sup>th</sup> to 28<sup>th</sup> February 2019

29<sup>th</sup> to 31<sup>st</sup> May 2019

**LOCATION:** All training is delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](#)