

## **Proteus Offers 3 Nationally Recognised Qualifications**

**Certificate IV Frontline Management**  
BSB40812

**Diploma of Management**  
BSB51107

**Advanced Diploma of Management**  
BSB60407



### **Assessments:**

Assessments are competency based required a combination of short answer and extended response. Action Plans and Workplace Activities are also included to ensure application of the competencies as well as an understanding.

### **Time Frame:**

#### **Certificate IV of Frontline Management**

- There are 7 major assessments – 6 Modules and a Reflective Paper
- Students are encouraged to complete assessments between the face-to-face days of Launchpad Leadership
- Students are expected to complete at least 1 assessment every 2 months (12 month course in total)
- Extensions of up to 6 months can be requested (18 month course maximum)

#### **Diploma of Management**

- There are 9 major assessments – 8 Modules and a Reflective Paper
- Students are encouraged to complete assessments between the face-to-face days of Impact Leadership
- Students are expected to complete at least 1 assessment per month (9 Month Course)
- Extensions of up to 3 months can be requested (12 month course maximum)



## **Advanced Diploma of Management**

- There are 9 major assessments – 8 Modules and a Reflective Paper
- Encouraged to complete assessments between the face-to-face days of Momentum Leadership
- Expected to complete at least one assessment every 2 months
- Extensions up to 6 months can be requested (24 month course maximum)

## **Units of Competency**

### **Certificate IV Frontline Management**

BSBMGT401A	Show leadership in the workplace
BSBWOR404B	Develop work priorities
BSBWOR402A	Promote team effectiveness
BSBINN301A	Promote innovation in a team environment
BSBCMM401A	Make a presentation
BSBCUS402B	Address customer needs
BSBBUS403B	Implement customer service standards
BSBMGT402A	Implement operational plan
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBRISK401A	Identify risk and apply risk management processes

### **Diploma of Management**

BSBMGT502B	Manage people performance
BSBWOR501B	Manage personal work priorities and professional development
BSBWOR502B	Ensure team effectiveness
BSBMGT516C	Facilitate continuous improvement
BSBHRM503B	Develop and manage performance-management processes
BSBHRM405A	Support the recruitment, selection and induction of staff
BSBPMG522A	Undertake project work
BSBRISK501B	Manage risk

### **Advanced Diploma of Management**

BSBHINN601A	Manage organisational change
BSBMGT608B	Manage innovation and continuous improvement
BSBMGT605B	Provide leadership across the organisation
BSBINM601A	Manage knowledge and information
BSBRISK501B	Manage risk
BSBMGT616A	Develop and implement strategic plans
BSBMGT617A	Develop and implement a business plan
BSBMKG609A	Develop a marketing plan



### **Certification**

Proteus Education & Training is a Registered Training Organisation (RTO 21518) and is pleased to offer you a nationally recognized qualification for this program. The Diploma of Management and Advanced Diploma of Management qualifications will be issued by Proteus Education & Training, ABN" 30 092 276 358 – Registration Number: 21518. Qualifications from other RTO's are recognized. Please ensure your full name as it would appear on legal documentation is stated on the enrolment form.

