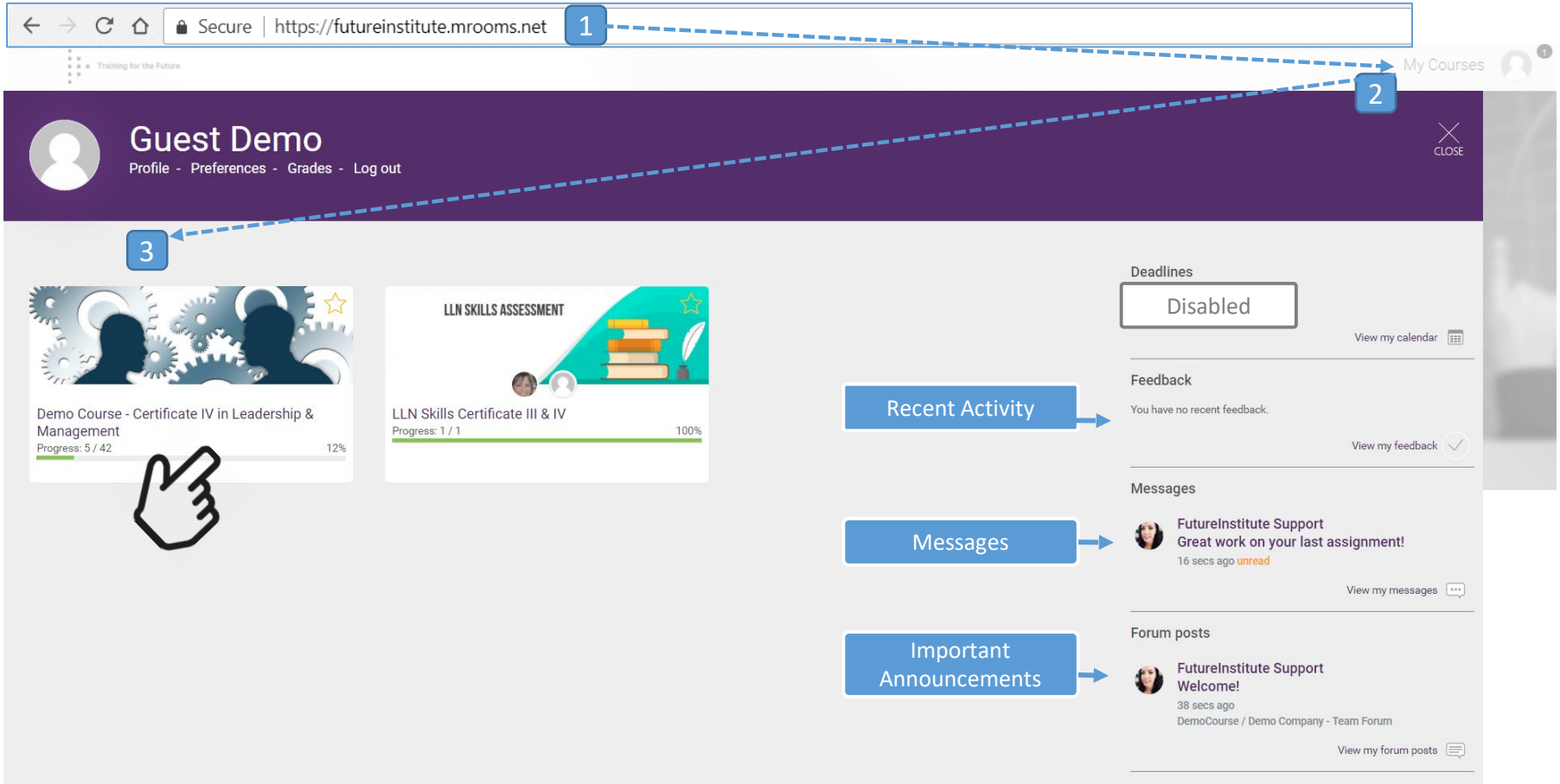


Moodle QuickGuide – Student View



The screenshot shows the Moodle Student View interface. A browser address bar at the top contains the URL <https://futureinstitute.mrooms.net>, with a blue box labeled '1' around it. Below the browser is a purple header bar with a user profile icon, the name 'Guest Demo', and links for 'Profile - Preferences - Grades - Log out'. A blue box labeled '2' is around the 'My Courses' link in the top right of the header. The main content area features two course cards. The first card, 'Demo Course - Certificate IV in Leadership & Management', has a progress bar at 12% and a blue box labeled '3' with a hand icon pointing to it. The second card, 'LLN Skills Certificate III & IV', has a progress bar at 100%. On the right side, there are three sections: 'Deadlines' (Disabled), 'Feedback' (You have no recent feedback), and 'Messages' (FutureInstitute Support: Great work on your last assignment!). Below these are 'Important Announcements' (FutureInstitute Support: Welcome!). Blue arrows point from text labels 'Recent Activity', 'Messages', and 'Important Announcements' to their respective sections in the interface.

Home
Course Main Page
Guest Demo

Demo Course - Certificate IV in Leadership & Management

Home / My courses / Organisation Courses / Demo Course - Certificate IV in Leadership & Management


Demo Course - Certificate IV in Leadership & Management

Competencies

Grades

- Certificate IV in Leadership & Management - Demo Course
- BSBLDR501 - Develop and use emotional intelligence
- BSBLDR401 - Communicate Effectively as a Workplace Leader
- BSBLDR402 - Lead effective workplace relationships
- BSBLDR403 - Lead Team Effectiveness
- BSBCUS403 - Implement customer service standards
- BSBCUS402 - Address customer needs
- BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Certificate IV in Leadership & Management - Demo Course




Insert
Logo
Here

Welcome to **BSB40215 Certificate IV in Leadership & Management**. There are 12 Units of Competency that make up this qualification. Please follow your Training Plan for release dates and completion timeframes for all units. For each unit, you are required to work through the eLearning Activities and complete all Assessment Tasks.


We have also provided a number of resources for each unit, including a Student Workbook. **Please note: You do not have to complete the student workbook as the content is within the eLearning Activities.**

As per your Training Plan, please ensure that all eLearning components are completed before your scheduled workshop date. (Each unit will be released at least 1 week prior to the workshop date.)


On completion of each workshop, you will then be required to complete your Assessment Tasks for that unit. Once all tasks are successfully completed for each unit, your Trainer will assess your work and provide feedback. They will also contact you to complete some questions over the phone or in person to finalise that unit.

 [Training & Assessment Schedule](#)

To ensure you have the most current version of this schedule, please check the last updated date. **Last updated: 17.01.2017**

 [Demo Company - Team Forum](#)

Recent forum posts



FutureInstitute Support

34 mins ago


Welcome!

1 unread post

COURSES AVAILABLE TO YOU

- ⊕ Other course items
- ⊕ Organisation Courses


MESSAGES



FutureInstitute Support

Messages 1

NEED HELP?



If you need help, you can message your trainer through the messages block. Just search the trainers name from the contacts list.

Alternatively, you can contact our office below:

Phone: 1300 329 300

Email: info@futureinstitute.edu.au

or visit our frequently asked questions [page here](#)

QuickLink to units that you currently have access to

Notifications & Messages

Side Blocks (pg 6)

Copy of classroom schedule & Assessment due dates

Important Announcements

SCROLL DOWN FOR MORE....



Demo Course - Certificate IV in Leadership & Management

Competencies

Grades

- Certificate IV in Leadership & Management - Demo Course
- BSBLDR501 - Develop and use emotional intelligence
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- BSBLDR402 - Lead effective workplace relationships
- BSBLDR403 - Lead Team Effectiveness
- BSBCUS403 - Implement customer service standards
- BSBCUS402 - Address customer needs
- BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBMGT402 - Implement Operational Plan

This unit describes the skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required.

It applies to individuals who plan activities to achieve the measurable, stated objectives of the team and the organisation. At this level work will normally be carried out within routine and non-routine methods and procedures which require planning, evaluation, leadership and guidance of others.

To access the full unit of competency, please follow [this link](#).

Units Open for Completion



SCORM packages: 2 Assignment: 1 File: 1
Progress: 0 / 3

BSBRSK401 - Identify risk and apply risk management processes

This unit describes the skills and knowledge required to identify risk management processes to a defined area of operations that are within the responsibilities and obligations of the role. It applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

In this unit, risks applicable within own work responsibilities and area of operation, may include projects being undertaken individually or by a team, or operations within a section of the organisation.

To access the full unit of competency, please follow [this link](#).

Click to enter unit



SCORM package: 1 Assignment: 1 File: 1 Page: 1
Progress: 0 / 2

BSBWOR404 - Develop work priorities

This unit describes the skills and knowledge required to monitor and obtain feedback on own work performance and access learning opportunities for professional development.

This unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.

To access the full unit of competency, please follow [this link](#).

Units not yet Available (Grey)



Available from 21 October 2017

Demo Course - Certificate IV in Leadership & Management

Competencies

Grades

Certificate IV in Leadership & Management - Demo Course

BSBLDR501 - Develop and use emotional intelligence

BSBLDR401 - Communicate Effectively as a Workplace Leader

BSBLDR402 - Lead effective workplace relationships

BSBLDR403 - Lead Team Effectiveness

BSBCU5403 - Implement customer service standards

BSBCU5402 - Address customer needs

BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBMGT402 - Implement Operational Plan

◀BSBLDR401 - Communicate Effectively as a Workplace Leader

BSBLDR402 - Lead effective workplace relationships

BSBLDR403 - Lead Team Effectiveness ▶

This unit defines skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

This unit applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. It applies in any industry or community context.

At this level work will normally be carried out within routine and non-routine methods and procedures, which require planning and evaluation and leadership and guidance of others.

To access the full unit of competency, please follow [this link](#).



Your progress ⓘ

eLearning Activities

These are your learning activities for this unit. Please view and complete these eLearning activities before your scheduled classroom session.

Lead Effective Workplace Relationships - Part 1

Lead Effective Workplace Relationships - Part 2

Assessment Tasks

These tasks form part of your Assessment of this unit. We recommend that these Assessment Tasks be commenced after your classroom session has been completed. Some Assessment Tasks are to be completed in your workplace under the supervision of your Workplace Supervisor, or started within the classroom. In these instances, reference to this will be outlined in the Assessment Task.

Assessment Tasks - BSBLDR402

Resources

These resources provide further information on the course subject. Please note: You do not have to complete the student workbook as the content is within your eLearning Activities.

BSBLDR402 - Student Workbook

Learning Resource, activities and templates.

◀BSBLDR401 - Communicate Effectively as a Workplace Leader

Jump to...

BSBLDR403 - Lead Team Effectiveness ▶

Scroll through units

eLearning

CLICK HERE to LAUNCH the module. When you've completed Part 1 a will show your completion, ready to start Part 2

Assessment Tasks

CLICK HERE to open the Assessment Tasks (Assignments) for the unit. ALL ASSESSMENT TASKS must be completed and submitted BEFORE your next scheduled workshop (Classroom Session)

Resources

CLICK HERE and SAVE the Student Workbook to your computer. It contains ALL the learning material from the online course to refer back to when completing your Assessments

SCROLL DOWN FOR MORE....

Home

Demo Course - Certificate IV in Leadership & Management

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Certificate IV in Leadership & Management - Demo Course

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BSBCUS402 - Address customer needs

BSBWHS401 - Implement and monitor WHS

User report - Guest Demo

Overview report | User report

User report

Grade item	Grade	Feedback
Demo Course - Certificate IV in Leadership & Management		
BSBLDR501		
Develop and use emotional intelligence - Part 3	Completed	
Develop and Use emotional intelligence - Part 1	Completed	
Develop and use emotional intelligence - Part 2	Completed	
Assessment Tasks - BSBLDR501	Satisfactory	Great work!
BSBLDR501 total Mean of grades.	100	
BSBLDR401		
Communicate Effectively as a Workplace Leader - Part 1	Completed	
Assessment Tasks - BSBLDR401	-	
BSBLDR401 total Mean of grades.	100	
BSBLDR402		
Lead Effective Workplace Relationships - Part 1	-	
Lead Effective Workplace Relationships - Part 2	-	
Assessment Tasks - BSBLDR402	-	

eLearning module completed and Passed (minimum 80% grade)

Assignment marked – Passing grade ✓

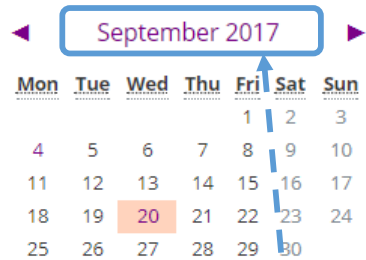
eLearning not yet completed or passing grade not achieved

Assessment Tasks not yet completed OR not yet marked

SCROLL DOWN FOR MORE....

Useful Side Blocks

CALENDAR

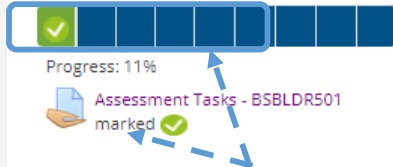


Events key

- Hide global events
- Hide course events
- Hide group events
- Hide user events

Click on the calendar to add your own deadlines and study time

ASSIGNMENT SUBMISSION



Hover over each assignment currently available to check on its status.

Green – Submitted, Blue – Not yet submitted

MOODLE QUICKGUIDE



Need help Navigating your course?

[Click here](#) to view the Navigation QuickGuide

[Click here](#) to view the eLearning QuickGuide

[Click here](#) to view the submissions QuickGuide

[Click here](#) for the Submission Guidelines

Step by step instructions to help negating the course

NEED HELP?



If you need help, you can message your trainer through the messages block. Just search the trainers name from the contacts list.

Alternatively, you can contact our office below:

Phone: 1300 329 300

Email:
info@futureinstitute.edu.au

or visit our frequently asked questions [page here](#)

Contact details if you need help