



BSB40520

Certificate IV in Leadership and Management

FOR DOMESTIC STUDENTS

Duration 18-24 months

Location(s) All states

Delivery Online

ABOUT THIS COURSE

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others.

They may also have some responsibility for organising and monitoring the output of teams. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

ELIGIBILITY

A pre-enrolment process to establish suitability to undertake the course and to determine support requirements will be conducted, which will include a Language, Literacy and Numeracy (LLN) assessment.

STUDY & CAREER PATHWAYS

Possible relevant job titles include:

- Operations Coordinator
- Office Manager
- Supervisor

COURSE FEES

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|--|--------------------|
| Tuition Fee <i>includes \$400 non-refundable enrolment fee</i> | \$3,100.00 |
| Resources Fees <i>purchased through Karen Sheldon Training</i> | \$0.00 |
| Recognition of Prior Learning (RPL) | \$ 120.00 per unit |

UP-FRONT PAYMENT

Karen Sheldon Training does not accept any more than \$1,400.00 up front prior to commencement of the course. This includes the \$400 non-refundable enrolment fee. Students can pay the remainder in instalments during course progression.

PAYMENT PLANS

Karen Sheldon Training can arrange personalised and flexible payment plans to suit all our learners circumstances, which can be arranged on request prior to commencement.

QUALIFICATION CONTENT

Total number of units: 12 - 5 compulsory core units plus 7 elective units*

CORE UNITS

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|-----------|---|
| BSBLDR411 | Demonstrate leadership in the workplace |
| BSBLDR413 | Lead effective workplace relationships |
| BSBOPS402 | Coordinate business operation plans |
| BSBXCM401 | Apply communication strategies in the workplace |
| BSBXTW401 | Lead and facilitate a team |

ELECTIVE UNITS

| | |
|-----------|--|
| BSBLDR412 | Communicate effectively as a workplace leader |
| BSBLDR414 | Lead team effectiveness |
| BSBLDR521 | Lead the development of diverse workforces |
| BSBPEF402 | Develop personal work priorities |
| BSBSTR401 | Promote innovation in team environments |
| BSBWHS411 | Implement and monitor WHS policies, procedures, and programs |
| BSBSTR502 | Facilitate continuous improvement |

**Alternative electives can be discussed with your trainer prior to commencement. Elective units must be relevant to the work environment and the qualification.*

LICENSING / REGULATORY INFORMATION

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

RESOURCES

Students are provided with a personal online LMS account and/or hardcopy learner guides. Students are responsible for the purchase of additional textbook/s and resources relevant to this qualification.

ASSESSMENT

Assessments vary with each unit, including Questioning, a Project, an Observation or Supervisors report. You will be provided with an assessment guide.

WORK PLACEMENT REQUIREMENTS

There is no minimum work placement requirements for this qualification.

RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT TRANSFERS

Students can apply for Credit Transfers and Recognition of Prior Learning during pre-enrolment or after enrolment. Students must complete an RPL Self-Assessment before application, followed with and an interview with an assessor, whereafter final assessments will be made based on evidence provided.

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

Karen Sheldon Training supplies support for students in many areas, including: Careers and Employment, Equal Opportunity, Discrimination and Harassment advice and Learner Support Services.