



BSB40520 Certificate IV in Leadership and Management

CRICOS # 104011K

College of New South
Wales





Certificate IV in Leadership and Management

Why Study the Certificate IV in Leadership and Management?

Certificate IV in Leadership and Management is the latest nationally accredited qualification for learners who want to strengthen their leadership and management skills at work. They will apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

This course is designed to expand a learner's capability and develop emerging leaders and managers across a range of industries and organisations. This course will provide you with the skills necessary to confidently take on different leadership roles with a strong set of management skills.



[This course is ideal for individuals wanting to pursue positions such as:](#)

- *Supervisor or Team Leader*
- *Entry-level Manager Roles*

What will you learn?

You will learn to apply solutions to a defined range of problems, putting an operation plan into motion, and to communicate with your team to build an effective work environment.

Course Outline & Structure



Training Delivery

Mode of Delivery:
Face-to-Face

Course Duration:
The duration is 52 weeks divided in 4 terms of 10 weeks each, including 11 weeks of holidays.

Study Hours:
20 contact hours per week.

Call us now, or send us an enquiry through our website for more information.

College of New South Wales will provide high quality course materials and premier student support from expert industry trainers when you enrol in the

BSB40520 Certificate IV of Leadership and Management course.



Please review the College of New South Wales Student Handbook prior to your enrolment application for more information.

Further information regarding the Refund policy and the Credit Transfer policy can be found on www.cnsw.edu.au.

Assessment Methods:

This course is assessed through:

- Written Assessment or face-to-face interview
- Case Study
- Reading assignments, homework, research work
- Presentations, learning activities and practice tests

College of New South Wales

Phone: (02) 82111128

Email: info@cnsw.edu.au

Website: <http://cnsw.com.au/>

RTO # 45547 | CRICOS # 03805E



What are the entry requirements?

Prior to enrolling in BSB40520 Certificate IV in Leadership and Management course, learners must meet the following entry requirements:

- must be 18 years or older
- must have basic computer skills
- Satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification
- are required to provide any one of the following evidence of upper intermediate proficiency in English:
 - IELTS total band score of at least 6.0 with no band less than 5.5, or equivalent.
 - Occupational English Test (OET), TOEFL iBT, Pearson Test of English, Cambridge English Advanced with scores equivalent to IELTS 6.0 and no less than 5.5 in each band.
 - The English test must have been taken within two years before the application is made.*

Those who do not hold either a minimum qualification equivalent to an Australian Year 12 qualification will be required to complete a Language, Literacy and Numeracy assessment (LL&N).

English Language Test Provider	Minimum Test Score (equivalent to IELTS 6.0)	Minimum Test Score (equivalent to IELTS 5.5)
<i>IELTS</i>	6.0	5.5
<i>TOEFL iBT</i>	60	46
<i>PTE</i>	51.6	45.4
<i>CAE</i>	169	162
<i>OET</i>	PASS	PASS

For domestic students, there are no prerequisites required to enrol in the BSB50420 Diploma of Leadership and Management course. However, it is preferred that students:

- Are 18 years of age or over
- Are living or working in the Sydney area
- Have successfully completed at least Australian High School Year 12, or equivalent
- Have basic computer skills
- Have sound Language, Literacy and Numeracy skills (applicants who do not hold a minimum qualification of Certificate III or above from an Australian institution will be required to complete an LLN assessment, where their language, literacy and numeracy skills will be reviewed with writing tests and face-to-face interviews.*)

College of New South Wales

Phone: (02) 82111128

Email: info@cnsw.edu.au

Website: <http://cnsw.com.au/>

RTO # 45547 | CRICOS # 03805E



What are the resources needed to complete the course?

To support you in your new course with College of New South Wales, we will provide:

- Learner Guides
- Assessment Workbook
- Helpful Resources (Templates and Extra Handouts)
- A simulated environment in cases where the student does not have access to a workplace.
- WHS templates (including risk management resources).
- Relevant legislations, acts, regulations, standards, and codes.
- Relevant workplace and organisational policies and procedures including, but not limited to, the following:
 - * organisational strategic and operation plans
 - * policies and procedures for managing meetings
- Relevant workplace/office equipment, supplies, and resources including, but not limited to, the following:
 - * computers and relevant software
- Relevant workplace documentation, and resources, including but not limited to, the following:
 - * reference materials in regard to meeting venues and technology

College of New South Wales

Phone: (02) 82111128

Email: info@cnsw.edu.au

Website: <http://cnsw.com.au/>

RTO # 45547 | CRICOS # 03805E



What are the resources students need to arrange access to?

To complete your studies you will need to have access to:

- Computer/laptop with relevant software such as, but not limited to, the following:
 - * Internet access through Google Chrome. *
 - MS Word and PowerPoint.
 - * Adobe Acrobat Reader.
- Video recording equipment (e.g. mobile phone or video recorder) to record roleplay activities and presentations.
- Where possible, access to a workplace where they can complete their assessments under a supervisor (Note: CNSW will provide a simulated environment for students unable to secure a workplace for their assessments.)
- At least three (3) people to participate in various assessment activities including meetings, role plays, and providing feedback



College of New South Wales

Phone: (02) 82111128

Email: info@cnsw.edu.au

Website: <http://cnsw.com.au/>

RTO # 45547 | CRICOS # 03805E



Is Recognition of Prior Learning (RPL) available?

College of New South Wales has a Recognition of Prior Learning (RPL) Policy, to ensure that your prior learning, achieved through formal and informal training, work experience or other life experiences, is appropriately recognised. This recognition may help you progress faster through your course.

Understanding the ESOS Framework for International Students:

The Australian Government wants international students to have a rewarding, enjoyable and safe experience when they come to Australia to study. Australia's education and training system offers high quality services and protection for international students to ensure they make the most of their time here.

The laws that protect international students form the Education Services for Overseas Students (ESOS) framework. They include the Education Services for Overseas Students Act 2000 and the ESOS National Code.

Please read a summary of the ESOS Framework including your rights, responsibilities, requirements, support services, and other information about studying in Australia on the AEI website [here](#).

College of New South Wales

Phone: (02) 82111128

Email: info@cnsw.edu.au

Website: <http://cnsw.com.au/>

RTO # 45547 | CRICOS # 03805E



Studying with

Living in Australia:

Living in Australia as an international student will be a new and rewarding experience, and studying in an Australian college is a great way to be acquainted with the unique Aussie lifestyle while also gaining great skills for your future career.

Australia is one of the most popular locations for international students because of its premiere education system, and we are proud to offer this unique experience to you.

Living costs in Australia:

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia. (All costs are in Australian dollars and linked to the consumer price index.)

Accommodation

- **Hostels and Guesthouses** - \$90 to \$150 per week
- **Shared Rental** - \$85 to \$215 per week
- **On campus** - \$90 to \$280 per week
- **Homestay** - \$235 to \$325 per week
- **Rental** - \$165 to \$440 per week
- **Boarding schools** - \$11,000 to \$22,000 a year

College of New South Wales

Phone: (02) 82111128

Email: info@cnsw.edu.au

Website: <http://cnsw.com.au/>

RTO # 45547 | CRICOS # 03805E

Other living expenses:

- **Groceries and eating out** - \$100 to \$280 per week
- **Gas, electricity** - \$35 to \$140 per week
- **Phone and Internet** - \$20 to \$55 per week
- **Public transport** - \$15 to \$55 per week
- **Car (after purchase)** - \$150 to \$260 per week
- **Entertainment** - \$80 to \$150 per week

Minimum cost of living

The Department of Home Affairs (DHA) has financial requirements you must meet in order to receive a student visa for Australia. From 10/05/2024 the 12 month living cost is:

- **You** - \$29,710
- **Partner or spouse** - \$10,394
- **Child** - \$4,449

All costs are per year in Australian dollars. To convert to your own currency, visit <http://www.xe.com/>

The Australian Government provides information and guidance on managing your finances. You can read more at www.moneysmart.gov.au

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your [cost of living](https://costofliving.studyaustralia.gov.au/) in Australia <https://costofliving.studyaustralia.gov.au/>

Campus is at:

*Level 7, 245 Castlereagh St
Sydney NSW 2000*

Campus Resources:

- Study rooms equipped with computers and white boards
- Free Wifi and Internet access with a reliable speed of at least 5mbps
- Google Chrome (recommended browser)
- Microsoft Teams applications
- Kitchen equipped with fridge, microwave and filtered tap water



What are the course units?

The BSB40520 Certificate IV in Leadership and Management is a total of **twelve (12) units** made up of **5 Core and 7 Elective** units:

Core Units

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

Elective Units

BSBFIN401	Report on financial activity
BSBLDR412	Communicate effectively as a workplace leader
BSBWHS411	Implement and monitor WHS policies, procedures and programmes
BSBPEF402	Develop personal work priorities
BSBOPS403	Apply business risk management processes
BSBLDR414	Lead team effectiveness
BSBWRT411	Write complex documents





Course Fees

BSB40520 Certificate IV in Leadership and Management

CRICOS CODE : 104011K - National Code BSB40520

Face-to-Face

Course Fees

- Tuition Fee: \$8,499
- Enrolment Fee: \$200
- Material Fee: \$150

Payment Schedule

- Upon enrolment:
- \$200 Enrolment fee
 - \$150 Material fee
 - 1st term fee of total tuition

General Fees

- Student ID Re-issue: \$15
- Late Payment Fee: \$150 per overdue week
- Testamur Re-issue: \$60
- Re-issuing Certificate of Enrolment: \$200
- Postage of Certificates (local mail): \$25
- Postage of Certificates (overseas): \$60
- Credit card charges: 2%

Indicative fees on this page may change. Students will pay the fee as indicated in their Letter of Offer.

Payment will only be accepted when you have completed and signed the International Student Enrolment Agreement form that will be sent to you when your enrolment application is approved.

College of New South Wales

Phone: (02) 82111128

Email: info@cnsw.edu.au

Website: <http://cnsw.com.au/>

RT0 # 45547 | CRICOS # 03805E



Refund Policy

Full refund – will implement a fourteen day refund policy after course payment, provided at least one month's notice prior to course commencement has been given in writing. In any case a \$500 cancellation fee for administration. Extenuating circumstances will be considered as per management prerogative.

Tuition fees will be refunded with \$500 cancellation fee for administration if:

1. Formal refund request lodged within the refund period.
2. At least one month notice prior to course commencement has been given in writing.
3. The student is not granted a student visa and student provides a rejection letter from the Australian Embassy
4. The college default occurs and the course is cancelled on the agreed starting day or at any time after training commences, but before it is completed and the student has not withdrawn before the default day.

Any application for cancellation or refund must be in accordance with **College of New South Wales'** Refund Policy and must be in writing using the Refund Request Form available at the website www.cnsw.com.au Students who have not paid at the time of provider default will still be liable to pay non-refundable outstanding fees.

No refund

– will be paid where Refund request and written notice of withdrawal is received outside of the refund period.

– In the event the extension of student visa is not granted. Students are advised not to enrol if they believe that their student visa may not be extended.

– Student seeks to transfer to another provider prior to the completion of six (6) months study of their principal course. Transfer will not be granted until all fees for which the student is liable have been paid.

– Infringement of the Student Code of Conduct or a breach of student visa conditions.