



BSB40520 Certificate IV in Leadership and Management



CRICOS Course Code: # 104011K

CRICOS Course Duration: The BSB40520 Certificate IV in Leadership and Management duration is 52 weeks.

Campus locations: Level 7, 245 Castlereagh Street Sydney NSW 2000

COURSE DESCRIPTION

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.

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

CAREER OPPORTUNITIES

Graduates may work for example in the following occupations:

- Supervisor or Team Leader
- Entry level Management Roles

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ENTRY REQUIREMENTS

International students must be over eighteen years old and provide evidence to demonstrate both academic and English language entry requirements as follows:

Academic Requirements:

- Successful completion of Year 12 or equivalent and/or above

English Language Requirements as follows:

- IELTS 6.0 or equivalent

Any AQF qualification at the Certificate IV level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Entry into the course will depend on the Australian Immigration office's Assessment Level for an international student's country. At present, countries are classed from Level 1 through to Level 3. See Immigration's website: www.immi.gov.au for details.

DURATION

The BSB40520 Certificate IV in Leadership and Management duration is 52 weeks divided in 4 terms of 10 weeks each, including 11 weeks of holidays.

Commencement dates are the start of every block. See the website for our intake dates or ring the office for details.

RESOURCE REQUIREMENTS

Computers – Students must have their own laptop computer. You will use a computer to complete the course in class and in your own time. You may also access College computers when available.

COURSE CREDIT AND/OR RECOGNITION OF PRIOR LEARNING

Students may be entitled to gain course credit and/or recognition before or after commencing the course that will exempt them from completing one or more units of competency. See the Student Handbook for more details and talk to a course advisor.

EXIT POINT/AWARD

Upon successful completion of this course, you will receive a nationally recognised certificate. Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a BSB40520 Certificate IV in Leadership and Management.

College of New South Wales

Phone: (02) 82111128

New Student Applications: info@cnsw.edu.au

Website: www.cnsw.edu.au

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QUALIFICATION STRUCTURE AND COURSE CONTENT

The BSB40520 Certificate IV in Leadership and Management course structure includes 12 units of competency as follows:

- 5 core units plus
- 7 elective units

Core units		
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXTW401	Lead and facilitate a team	Core
Elective units		
BSBFIN401	Report on financial activity	Elective
BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBOPS403	Apply business risk management processes	Elective
BSBLDR414	Lead team effectiveness	Elective
BSBWRT411	Write complete documents	Elective

DELIVERY STRUCTURE – 20 contact hours

Students are required to complete 20 hours face-to-face delivery every week. Your trainers deliver lectures and tutorials face to face on campus. Progress is tracked for every student.

SELF-STUDY

At Certificate IV level, students are recommended to complete an additional 1 hour per week study, in their own time.

ASSESSMENT STRUCTURE

Assessment methods include:

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

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