COURSE OUTLINE
BSB40520 Certificate IV in Leadership and Management

DESCRIPTION

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.

LICENSING/REGULATORY INFORMATION

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

ELIGIBILITY/ENTRY REQUIREMENTS

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.

DELIVERY DETAILS

LOCATION (S)	DURATION	STUDY MODE
Online	This program is delivered over a period of 6 to 12 months.	Delivery is online with a weekly Zoom Tutorial if needed

2021 FEES

Based on course nominal hours of 513 to 540 hours, approximate 2021 course fees will be:

- Course fees: $3,100 payment plans available.
- RPLs $2,000
- $400 non- refundable enrolment fee

ASSESSMENT

Assessments vary with each unit, Questioning, Project, Observation OR Supervisor report.

You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

RESOURCES

Students are provided with an Online COASSEMBLE Resource.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited SIR50116 Diploma of Retail Leadership. Possible job titles relevant to this qualification include:

- Managers
- Leaders
- Team Leaders

QUALIFICATION CONTENT

Total number of units = 12

- **5 core units** plus
- **7 elective units,** of which:
  - 4 elective units must be selected
  - for the remaining 3 elective units:
  - up to 3 units may be selected
  - if not listed, up to 2 units may be selected from a Certificate IV or above, from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

CORE UNITS

Unit Code	Unit Title
BSBLDR411	Demonstrate leadership in the workplace
BBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBXCM401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team

ELECTIVES

Karen Sheldon Training has selected the below electives for this qualification; however, you can discuss with your trainer if you would like to use alternative electives in line with the Training Packaging rules.

Unit Code	Unit Title
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

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 Group supplies support for students in many areas, including Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, and Learner Support Services.

CONTACT DETAILS

Karen Sheldon Training - Linda Manning

08 7919 7099 | info@karensheldon.com.au | www.karensheldon.com.au