



**WESTBOURNE  
COLLEGE**

#41084

*Reward the courage to learn*

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**BSB40520**

**CERTIFICATE IV IN**

**LEADERSHIP & MANAGEMENT**

# BSB40520

## CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

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.

### COURSE DETAILS

**COURSE NAME:**  
CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

**COURSE CODE:**  
BSB40520

**DURATION:**  
FULL TIME: 6 MONTHS | PART TIME: 12 MONTHS

**UNITS STUDIED:**  
12 UNITS

**NATIONALLY RECOGNISED TRAINING:**  
YES

**COURSE FEE TOTAL:**  
\$2,600.00

# UNITS OF COMPETENCY

To achieve this qualification, 12 units of competency must be completed comprising of 5 core units and 7 elective units.

## CORE UNITS

BSBLDR411 Demonstrate leadership in the workplace

BSBLDR413 Lead effective workplace relationships

BSBOPS402 Coordinate business operational plans

BSBXCM401 Apply communication strategies in the workplace

BSBXTW401 Lead and facilitate a team

## ELECTIVE UNITS

BSBCMM412 Lead difficult conversations

BSBOPS403 Apply business risk management processes

BSBSTR401 Promote innovation in a team environment

BSBSTR502 Facilitate continuous improvement

BSBOPS404 Implement customer service strategies

BSBPEF502 Develop and use emotional intelligence

BSBWRT411 Write complex documents

# ABOUT THIS QUALIFICATION

## COURSE ENTRY REQUIREMENTS

There are no formal entry requirements for this course, however, learners studying this qualification must have sound communication skills and can demonstrate they have the skill level and competency to undertake this training.

Learners must have access to a computer or tablet throughout the duration of this course and a stable internet connection to access our learning management system. Other software requirements include:

- Adobe PDF Reader
- Latest version of Google Chrome
- Microsoft Teams
- Microphone, smartphone or tablet to record audio

## DURATION AND STRUCTURE

The course duration is 6 months and self-paced, with access to our online Learning Management System. You will be assigned a trainer/assessor who will assist throughout your course completion.

Assessment methods include:

- Short answer questions/written responses
- Demonstrations/observations
- Written assessments
- Third-party reports
- Practical activity/projects

## POTENTIAL CAREERS

Potential job roles on completion of this program include:

- Coordinator (Business Operations)
- Warehouse Team Leader
- Distribution Centre Supervisor
- Supervisor
- Line Manager
- Leading Hand
- Production Supervisor
- Team Leader
- Frontline Sales Manager

## COURSE FEES

All learning resources and access to our learning management system included, no additional costs.



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