



Certificate IV in Leadership and Management BSB40520

About the course

This course will provide a sound knowledge and skill base for individuals working at developing and emerging as leaders and managers in the workplace. AS well as assuming responsibility for their own work performance, and likely to also be providing leadership, guidance and support to others. This course can be delivered as both part of a traineeship or as a non-trainee.

Who should enrol?

This qualification is suited to those working as an emerging leader and manager within the workplace, as well as those looking to seek future employment in this area.

Possible Job roles could be:

- Coordinators
- Team Leaders
- Sales Team Manager
- Admin Supervisor

Recognition of Prior Learning (RPL)

RPL is available for each unit of competency based on relevant workplace experience, formal training or other expertise. Recognition will involve submission of evidence.

Course Fees:

Fees are variable subject to eligibility for government subsidised training. Please contact us for more information

Assessment:

Assessment is ongoing during the program and includes undertaking workplace specific activities. The assessments consist of Q&A, projects, practicals and observations. This is completed partially within the virtual classroom environment

Access and Equity:

Integrity Business College encourages participants who have disabilities to apply.

Duration:

The minimum duration is 10-11 months depending on current skills, knowledge and previous experience.

Possible Delivery Modes:

Virtual Classroom: 3-hour classes every 3 weeks, with a trainer and other students. Requires logging into the virtual classroom platform

Traineeships: In addition to choosing one of the options mentioned above, trainees will also participate in up to four progress check-ins over a 12-month period.
*in specific cases, other tailored options may be available.

Prerequisites and pathways for the qualification:

There are no entry requirements for this qualification. Preferred pathways for candidates considering this qualification may include after achieving a Certificate III or IV in business, or with demonstrated vocational experience in a range of practical work environments relevant to leadership and management.

Requirements to receive the Certificate IV in Leadership and Management:

This qualification requires the demonstration of competency of 12 units with 5 cores.

Potential units Covered:

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

BSBCRT411 – Apply Critical thinking to work practices

BSBOPS403 – Apply business risk management processes

BSBPEF402 – Develop Personal work priorities

BSBTWK401 – Build and maintain business relationships

BSBPMG430 – Undertake Project Work

BSBWRT411 – Write Complex Documents

BSBSTR402 – Implement Continuous Improvement

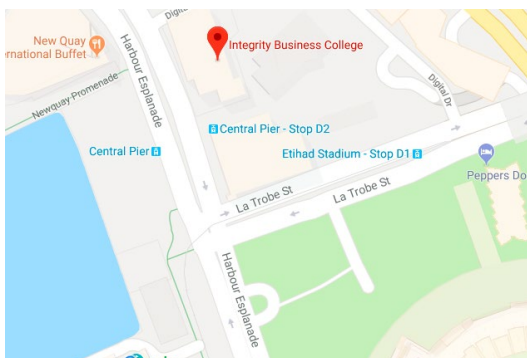
BSBOPS404 – Implement customer service strategies

BSBMKG434 – Promote Products and Services

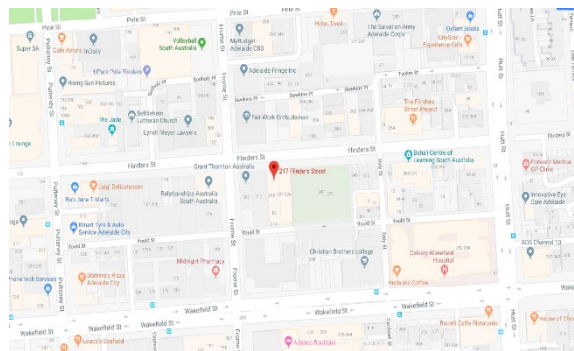
BSBHRM415 – Coordinate Recruitment and on boarding

Locations:

Level 4, Suite 401B
198 Harbour Esplanade, Docklands, 3008



217 Flinders Street, Adelaide, 5000



Integrity Business College Australasia Pty Ltd (RTO # 21739)

Level 4, Suite 401B, 198 Harbour Esplanade, Docklands VIC 3008

Adelaide: 217 Flinders Street, Adelaide SA 5000

1300 731 451