

**future  
focused  
skills**



**MiTraining**

**BSB40520  
Certificate IV in Leadership &  
Management**



# Course overview

This nationally recognised qualification is the go-to course for emerging managers who are taking on a broader range of responsibilities in their business and stepping up to the leadership mark.

## About the course

Equip yourself with the knowledge and skills to lead and support others towards successful outcomes, and through the day-to-day challenges of working with colleagues and clients.

If you've developed strong technical skills and practical knowledge in your area of specialisation, complementing these skills with a Certificate IV in Leadership and Management can really build on your career prospects with both current and future employers.

This qualification is an ideal entry point or step up into a new career by taking a practical approach to expanding your own leadership and management capability.

## Career pathways

This qualification is designed to develop foundational management and leadership skills that can be applied in any workplace and are transferable across industries.

The career options are limitless and can set you on a path to work in higher managerial roles or to underpin a career into a different industry.

Job roles are broad and may include:

- Team leader
- Supervisor
- Assistant manager
- Store manager
- Region or product manager

## Course features

- Delivered fully online
- Flexible study to fit in with work and life
- Support from a dedicated trainer with expertise in the the study discipline
- Ongoing student support through your study journey
- Affordable payment plan options

## Assessment

Undertaking this qualification will require you to complete a range of assessments to assess your competency against the performance criteria. Assessments have been designed with a focus on workplace outputs.

A variety of assessment methods are used:

1. Assessing theoretical and applied knowledge
2. Assessing the application of skills through projects, scenarios and demonstrations
3. Gathering evidence that shows your ability to perform key tasks

Each assessment method provides a different type of evidence. Taken together, the complete assessment provides a holistic view of your ability to perform competently and confidently to the level set down in the Competency Standards.

To be issued with a qualification testamur students must be deemed competent in each unit of competency and meet all requirements of the course.



**This qualification can also be completed as part of a Traineeship arrangement which means the skills and knowledge you develop will be put into practice, and assessed in a real workplace while earning a wage.**

## Course structure

This qualification comprises 12 units of competency (5 core and 7 elective). Students enrolled in the qualification will undertake two units of competency at a time over eight weeks duration.

Some students choose to finish faster than that, but it is designed to be flexible so you can study at your own pace, in your own time.

How long it takes you to complete the qualification usually depends on your previous experience, how much time you have available between work commitments, and the pace at which you prefer to study.

Unit Code	Unit Name	Type	Duration
BSBXCM401	Apply communication strategies in the workplace	Core	8 weeks
BSBLDR413	Lead effective workplace relationships	Core	
BSBXTW401	Lead and facilitate a team	Core	8 weeks
BSBOPS402	Coordinate business operational plans	Core	
BSBLDR411	Demonstrate leadership in the workplace	Core	8 weeks
BSBLDR521	Lead the development of diverse workforces	Elective	
BSBPEF402	Develop personal work priorities	Elective	8 weeks
BSBOPS403	Apply business risk management processes	Elective	
BSBTWK401	Build and maintain business relationships	Elective	8 weeks
BSBPEF502	Develop and use emotional intelligence	Elective	
BSBWRT411	Write complex documents	Elective	8 weeks
BSBOPS404	Implement customer service strategies	Elective	

## Duration

There is a maximum of up to 12 months allowed to complete all units and assessments in the qualification.

## Entry requirements

There are no formal prerequisites or requirements for this qualification. On enrolment you may be required to complete a language, literacy and numeracy assessment to inform any learning support needs during your training.

## Recognition of Prior Learning

RPL is an assessment pathway that recognises your existing skills and knowledge. If you believe you are a suitable candidate for RPL please contact MiTraining for support with this process.

## Course fees

Visit [mitraining.edu.au](http://mitraining.edu.au) for information about course fees. Undertaking the qualification as part of a Traineeship may reduce the total course fees. Contact our helpful student support team to discuss payment options.



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