

future
focused
skills



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 or are working towards taking on a leadership role.

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 BSB40520 Certificate IV in Leadership and Management can help build on your career prospects with both current and future employers.

This qualification is a practical approach to developing your own leadership and management capability.

Career pathways

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

The career options are varied and can set you on a path to work in managerial roles or support you to make a new a career move.

Possible career pathways are broad and may include:

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

Course features

- Self-paced, online delivery
- 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

Assessment is designed to ensure you can apply leadership and management skills in a workplace context.

Assessment methods may include:

- Written knowledge questions
- Workplace-based tasks
- Projects and scenario-based activities
- Development of plans, reports and communication strategies
- Application of leadership practices in team environments

To achieve the qualification, you must be assessed as competent in all units of competency.

Assessment activities may be completed in:

- your workplace
- a simulated work environment

Where relevant, evidence may include:

- workplace documents
- leadership activities
- supervisor feedback or verification

Course structure

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

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 |
|-----------|---|----------|----------|
| BSBXC401 | 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 18 months allowed to complete all units and assessments in the qualification.

Entry requirements

There are no formal prerequisite qualifications.

To enrol, learners must:

- have access to a computer and internet
- provide a Unique Student Identifier (USI)

This qualification is best suited to learners who:

- have workplace experience
- are currently working in, or have access to, a workplace environment

Learners will need access to a workplace or simulated environment to complete assessment tasks.

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/policies for information about course fees and to view policy information. Contact our helpful student support team to discuss enrolment options and intakes.

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