BSB40520

Certificate IV in
Leadership and Management

CRICOS Course Code: 111213H

AUSCANUS
INSTITUTE OF AUSTRALIA
CRICOS: 04062J | RTO: 45202

DREAM. CHALLENGE. SUCCEED.

About the Course

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 Outline
Delivery Mode And Assessment

NATIONALLY RECOGNISED TRAINING

20 hours per week and delivered face to face

05 hours of self-study per week is requred

52 weeks including 44 Study weeks 08 weeks of holiday

Course Entry Requirements:

There is no pre-requisites or specific entry requirement for this qualification. However, AIA requires that students are able to provide evidence that they:

• Have demonstrated an IELTS level at a score of at least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.

• Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that AIA is able to provide.

• Have successfully completed Australian year 12 or equivalent.

• Are at least at age of 18 on the date of course commencement.

Note: All the students commencing this course are required to complete the LLN test on the orientation day to assist AIA to identify student's needs for additional support during their study.

Career Pathways

Possible Career Pathways:

Once students have successfully completed BSB40520 Certificate IV in Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

Further Study Pathways:

The further study pathways available to students who undertake this qualification include:

• **BSB50420 Diploma of Leadership and management**
• Other Diploma or Advanced Diploma programs in related fields such as business, management, marketing.

Course Structure

A total of 12 Units (5 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB40520 Certificate IV in Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of c.

Course Structure:

Code	Title	Core/ Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBSTR401	Promote innovation in team environments	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBPMG430	Undertake project work	Elective

Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- **Written questions**
- **Projects**
- **Presentations**
- **Report writing**
- **Role plays/observations**

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Facilities & Resources

- Your classes will be conducted in modern classrooms
- You will be able to access Wi-Fi.
- There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

The recommended textbook for this course is: Management Theory and Practice, 7th Edition, Cole, Cengage Learning, 2016

Course Progress Policy

AIA will monitor, record and assess the course progress of each student for the course in which the student is enrolled. Course Progress Policy defines the requirements for student satisfactory course progress, the processes for monitoring, recording and assessing the student course progress and the processes for the AIA intervention strategies for identifying and assisting students to achieve satisfactory course progress. You will also be provided with further information about course progress and attendance requirements at your orientation.

For more details on, please refer to www.auscanus.edu.au/

Please scan the barcode to stay up to date with AIA Policies and Procedures.

Scan this QR

Recognition of Prior Learning (RPL) & Credit Transfer (CT)

AIA will offer RPL and CT to all prospective students through the enrolment process. AIA has documented policies and procedures for these processes and students are provided details of how to apply for RPL or CT through the enrolment process. If you need RPL or CT, please make sure you tick the RPL/CT section during your student application on AIA website.

For more details on, please refer to www.auscanus.edu.au/

Payment Options

• Online payments can be made from your bank account to AIA (details can be found on your letter of offer)

• In-person payments can be made by visiting our campus, where you can pay using cash (exact amount – no change), credit or debit card (MasterCard, Visa or AMEX).

• Over-the-phone can be made using a debit card or credit card (MasterCard, Visa or AMEX) by calling the Information Centre during business hours on 03 9945 8247.

Please make sure to put reference as your 'AIA Student ID', when making the payments. For more information regarding payments options and tuition fees, please call at +61 3 9945 8247 / 1300 AIA EDU or email info@auscanus.edu.au

Refund

Refund of the fees will only be granted in accordance with the refund policy.

Any student willing to apply for a refund must submit a completed online **'Refund Application Form'** available on AIA website.

All refund applications are to be assessed by the Administration Manager and applications processed within Twenty (20) working days of the application and evidence of documentation received. The Student will need to supply in writing, the nominated method of reimbursement. Refunds are accompanied by a statement outlining the total refunded amount.

For more details on, please refer to www.auscanus.edu.au/

Scan this QR

Please scan the barcode to stay up to date with AIA Policies and Procedures.

Privacy Policy

Information collected about an individual learner or intended applicant in Written Agreement and Acceptance of Offer and during the student enrolment, can be provided by AIA, the Commonwealth including the TPS or state or territory agencies, in certain circumstances, to the Australian Government and designated authorities; in accordance with the Privacy Act 1988.

In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

For more details on, please refer to www.auscanus.edu.au/

Further Information

For any further information on AIA policies and procedures or help with any course related details, please refer to www.auscanus.edu.au/

Scan this QR

AUSCANUS

INSTITUTE OF AUSTRALIA

CRICOS: 04062J | RTO: 45202

DREAM. CHALLENGE. SUCCEED.