



BSB40520 - CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. It covers everything from management essentials, developing your leadership skills, communication, motivation and more. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

ENTRY REQUIREMENTS / EXISTING SKILLS & KNOWLEDGE

There is no formal entry requirement to enter in this qualification.

Evidence of the student meeting the Selection Criteria will be collected as part of the Enrolment process.

- 17 years or older
- No longer at school
- Relevant prior training and/or employment
- Current /potential employment relevant to this qualification
- Numeracy, literacy & language to be able to communicate at a confident level
- An Australian Citizen, permanent resident, or humanitarian VISA holder
- International- Online only (Fiji, India, Ghana & Rwanda- ASQA approved).

TARGET CLIENT GROUP

- Advance or aspiring to higher education qualifications or entry to university
- Wish to upgrade their skills and knowledge into a new or existing industry sector
- Existing workers who ideally may have 2 years' experience
- Existing workers who wish to meet minimum qualifications for a leadership and management role within their industry
- Existing workers who wish to have their current skills and knowledge recognised
- Existing workers who wish to move into leadership and management role positions.

EMPLOYMENT OPPORTUNITIES

Job roles and titles vary across different industry sectors. At the completion of this qualification, individuals will be able to manage in a front-line capacity in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession yet require skills or recognition in supervisory functions. The Employment opportunities relevant to this qualification may include Coordinator, Leading Hand, Supervisor, Team Leader or Manager.

CAREER PATHWAY

Several career pathways are available to you typically with further study, such as Team Leader or Site/Department Manager. Students who complete this course can be:

- in a frontline management role.
- responsible for other staff and their workload.
- managing their own workload.
- responsible for some “senior” level work; and
- manage small business enterprises.

SKILLS RECOGNITION

If you already have some training, work or life experience in management, team leader role or coordinator, you may be eligible to have your existing skills and knowledge recognised and apply for advanced standing for one or more units. Processes for recognition include:

- Credit transfer
- Mutual recognition
- Recognition by assessment

COURSE OUTCOMES

Gain the skills required to:

- Communicate with team members and management to ensure open communication channels and to clarify issues
- Be a role model for team members
- Develop work objectives through consultation
- Prepare work plans and budgets
- Support the introduction of change through coaching and mentoring colleagues and team members
- Collect and manage information by using business technology such as computer programs and telecommunications
- Develop risk management approaches
- Identify and develop work practices opportunities
- Prioritise tasks
- Resolve conflict and disputes in the work team

DELIVERY ARRANGEMENTS

The Certificate IV program is typically delivered over a minimum 12-month period using a blend of on and off the job approaches. We combine group learning sessions with self-directed reading, summative assessment projects and research activities that combined the volume of learning is a minimum of 600 hours (12-14 hours/week) for total volume of learning at Certificate IV level. The qualifications can be completed with RPL, depending on current competencies of the learner who has existing skills and experience. For learners completing the qualification via classroom or off the job arrangements, we have set a minimum of 200 hours of face-to-face group training sessions for Certificate IV level. In this way learners can learn from each other while being guided by the experienced facilitator.

DELIVERY METHODS

This qualification can be completed via any of these pathways as follows. We offer flexibility with this qualification.

RPL: If you have skills and experience to meet all the competencies of any units, and can demonstrate/document that competency, then you may apply for RPL (recognise prior learning) at \$300.00 plus GST per unit. Please contact our office for more details of this assessment-only process and an application form. Learners should allow total 600 hours to complete the qualification in this format. With sufficient and current evidence, the learner may be able to complete in less hours.

Group sessions: There may be a few people in your organisation that can come together for a series of training sessions in your workplace, or an agreed alternate location. We have a 12-session structure Certificate IV in Leadership and Management, however the amount of

face-to-face time can be discussed and agreed depending on the current competencies of the participants and the viability of face-to-face training. This involves a combination of summative and formative assessments that include research, written tasks, and demonstration activities.

- **Flexible:** It may not be possible or preferential to co-ordinate face-to-face sessions so we can also assist you through the qualification via post, emails, social media platforms, Teams, or Zoom and phone support. Learners should allow up to 600 hours regardless.
- **Blended Approach:** You may prefer a combination of face-to-face sessions supported by emails, social media platforms and telephone conferencing. We can structure a program by incorporating all these options.

ASSESSMENT METHODS

- **Demonstration/Practical Skills** – A range of observation techniques have been included in the assessment tools to help identify the students' ability to demonstrate their competence against the performance criteria and assessment conditions. This gives the student the opportunity to demonstrate their skills applicable to their job role and workplace.
- **Written Questioning** – The student will be asked to complete a series of written short answer questions based on their knowledge of the unit. Their assessor will ask them a series of verbal questions to confirm their written responses. This usually occurs during an on-site observation/demonstration, where students explain their knowledge based on workplace application.
- **Written Project** – A written assessment tool is provided to the student to gather evidence using a range of methods, these could include research and evidence gathering before documenting the project. The project is normally scenario-based or specific to the learner's workplace. In some cases, the student is required to collect a portfolio of evidence to demonstrate their competency against the relevant units.
- **Observation**– This is when we co-ordinate our assessor to observe the student in their workplace, or simulated environment, according to the criteria of each unit. This Report is completed by our assessor to verify ongoing performance by the student over time.
- **Language/Literacy/Numeracy** – A LLN test is carried out prior to commencement of your course to ensure that every student can complete the course in which they have enrolled. The test helps us to identify those students who may need additional support during their learning journey.
- **COURSE FEES**
- **Flexible Work Based:** \$4500 plus GST inclusive of all learning materials, assessment tasks, communication with trainer/assessor and issuing of qualification upon successful completion.

- **RPL:** There is an RPL fee of \$300 plus GST per unit. Evidence to be provided.
- **Group sessions:** Two-hour training per session is \$1500 plus GST for 10-15 people and \$4000.00 per person for the full qualification and certification.
- **Online International** (ASQA approved): For students from Fiji, India, Ghana and Rwanda. Online training resources, assessments and regular communication and the issuing of qualification upon completion is \$4000 plus GST. RPL is not applicable. (Discounts may be available for 5 or more students at one location with prior arrangement). Other countries can contact ATAC for inclusion.
- **REFUND POLICY**
- Full refund will be made for any cancellations with 14 days' notice prior to the commencement date otherwise a cancellation fee of \$500.00 will apply for fee paid.
- **For more information on course fees, payments, refunds and certification please contact ATAC.**
- **COURSE STRUCTURE**

To complete this qualification, the student is required to complete 12 Units. This comprises of 5 core units (as per the list below) and 7 elective units as listed below.

| Core Units | |
|----------------|---|
| BSBLDR411 | Demonstrate leadership in the workplace |
| BSBLDR413 | Lead effective workplace relationships |
| BSBOPS402 | Coordinate business operational plan |
| BSBXTW401 | Lead and facilitate a team |
| BSBXCM401 | Apply communication strategies in the workplace |
| Elective Units | |
| Group A | |
| BSBLDR414 | Lead team effectiveness |
| BSBOPS403 | Apply business risk management processes |
| BSBSTR502 | Facilitate continuous improvement |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |
| Group B | |
| BSBINS501 | Implement information and knowledge management systems |
| BSBPMG430 | Undertake project work |
| BSBSTR501 | Establish innovative work environments |