LET TRAINING

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Kickstart your career with a nationally recognised course

BSB40520

Certificate IV in Leadership and Management

Course Information

BSB40520
Certificate IV in Leadership and Management

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

Why Study with LET Training?

NATIONALLY RECOGNISED TRAINING

RTO No. 41179

Contact LET Training

Email: enquire@lettraining.com.au

Phone: 02 9633 3929

Affordable
Competitive Course Price

Adaptable
Study Anywhere at Any Time

Approachable
Unlimited Trainer Support

Acheivable
Fast Assessment Response

Course Overview

BSB40520
Certificate IV in Leadership and Management

Delivery mode:
Online (Self-paced)

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.

Units of Study

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **12 units of competency**. LET Training offers the following units:

Core units (5):

- BSBLDR411 Demonstrate leadership in the workplace
- BBLDR413 Lead effective workplace relationships
- BSBOPS402 Coordinate business operational plans
- BSBXCM401 Apply communication strategies in the workplace
- BSBXTW401 Lead and facilitate a team

Elective units (7):

- BSBCRT411 Apply critical thinking to work practices
- BSBLDR412 Communicate effectively as a workplace leader
- BSBLDR414 Lead team effectiveness
- BSBPEF402 Develop personal work priorities
- BSBSTR502 Facilitate continuous improvement
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBWRT411 Write complex documents

To find out more about the individual course units, check out the **Appendix – Course Unit Information** at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Entry and study requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or Non-Year 12: Completion of post-secondary studies; or
- Have at least 6 months' workexperience; and
- Have access to a fully-functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files and produce documents (using Microsoft Suite); and
- Have reliable internet access; and
- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session; and
- Participating in interactive assessment activities and interviews.

Skills needed for studying:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues.

- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems.

- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send emails with attachments, participate in web based communications, read PDF files, produce documents, analyse information and data.

- **Research skills** to be able to research information and data from a variety of sources.

- **Attention to details** to successfully complete all assessment tasks to the required published standard.

How to study with LET Training?

Online & Self-paced

- You can study at any time, any place, with maximum flexibility.

Enrol at any time and start straight after enrolment!

- From the date of enrolment registration, **you have up to 12 months to complete this qualification**, but you may complete it in less time.

- We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

Payment Plans

- Weekly, Fortnightly, Monthly or pay the full course upfront, simply tick one that suits you the best.

No minimum or structured timeframe but effective time management!

- You can complete the course as quickly as you choose.

- We find students that are genuinely motivated to progress through the course, can complete the full course in less than 12 months.

- On average it may take you 40-50 hours to complete a unit of competency. However this will be influenced by your experience, time availability and work rate.

Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based short answer questions;
- Participate in interviews and/or interactive activities in a simulated business environment.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Learning Support

You are well supported throughout your course, so you won't feel alone!

LET Training strives in many ways to support you in your learning. This includes:

Providing resources and services accessible to our online and recorded webinars and support resources published on LET Training website Learning Support page; and

Unlimited opportunities to discuss your course work on a one-on-one basis with a specialist trainer between **Monday to Friday, 9am to 5pm (NSW Business Days and Time)** via:

- Telephone
- Email
- Webbased applications (e.g. Skype, Zoom, Microsoft Teams).

Career Opportunities

Successful completion of Certificate IV in Leadership and Management can qualify you for a range of roles and positions, including:

- Team Leaders in a wide range of enterprise and industry contexts.
- Managers in a wide range of enterprise and industry contexts.

Recognition of prior learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers will develop a tailored training plan for you based on your existing role and experience.

Study pathways

Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

Future education pathways

After successfully completing Certificate IV in Leadership and Management, you may like to enrol in LET Training's Diploma of business or Diploma of Leadership and Management for further potential career opportunities.

Enrol with LET Training

LET Training offers a range of Business, Leadership and Management, Human Resources, WHS and administration qualification courses.

For further information or to enrol, contact us via:

www.lettraining.com.au

(02) 9633 3929

enquire@lettraining.com.au

Appendix – Course Unit Information

BSB40520 Certificate IV in Leadership and Management

Unit of competency	Applications
BSBLDR411 Demonstrate leadership in the workplace	This unit describes the skills and knowledge required to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation. The unit applies to individuals who evaluate existing or proposed work practices. These individuals are typically responsible for reviewing or developing work processes, products or services that may be proposed or already existing.
BSBLDR413 Lead effective workplace relationships	This unit describes the skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members. The unit applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. It applies in any industry or community context. At this level work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.
BSBOPS402 Coordinate business operational plans	This unit describes the skills and knowledge required to implement operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required. The unit applies to individuals who plan activities to achieve team and organisational objectives. At this level, work will normally be carried out within routine and non-routine methods and involve procedures that require planning, evaluation, leadership and guidance of others.
BSBXCM401 Apply communication strategies in the workplace	This unit describes the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry. This unit has a specific focus on the communication skills required for supervisor level workers with responsibility for other workers.
BSBXTW401 Lead and facilitate a team	This unit describes the skills and knowledge required to effectively lead and facilitate a team in a workplace within any industry. This unit has a specific focus on the teamwork skills required for team leader or supervisor level (depending on organisational structure) workers with responsibility for others or teams.
BSBCRT411 Apply critical thinking to work practices	This unit describes the skills and knowledge required to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation. The unit applies to individuals who evaluate existing or proposed work practices. These individuals are typically responsible for reviewing or developing work processes, products or services that may be proposed or already existing.

Unit of competency	Applications
BSBLDR412 Communicate effectively as a workplace leader	This unit describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up. The unit applies to managers, supervisors and team leaders required to communicate with other persons within the workplace. Communication skills cover a range of methods and contexts within principally structured environments.
BSBLDR414 Lead team effectiveness	This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion. The unit applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.
BSBPEF402 Develop personal work priorities	This unit describes the skills and knowledge required to plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance. The unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.
BSBSTR502 Facilitate continuous improvement	This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements. The unit applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives. At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.
BSBWHS411 Implement and monitor WHS policies, procedures and programs	This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements. The unit applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and contribute well-developed skills in creating solutions to problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.
BSBWRT411 Write complex documents	This unit describes the skills and knowledge required to plan, draft and finalise complex documents. The unit applies to individuals who work in a range of business environments and are skilled in the creation of documents that are more complex than basic correspondence, memos and/or forms and that require review and analysis of a range of information sources.