



BSB40520

CERTIFICATE IV IN

LEADERSHIP AND MANAGEMENT



COURSE OUTLINE

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COURSE OVERVIEW

Welcome to Adapt Education!

This course is ideal for those with great technical skills in their respective field but looking to improve their skills in supervisory, management and leadership disciplines.

This Nationally Recognised course consists of 12 units:

BSB40520 Certificate IV in Leadership and Management

Core Units

- 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

- BSBLDR412 Communicate effectively as a workplace leader
- BSBLDR414 Lead team effectiveness
- BSBSTR502 Facilitate continuous improvement
- BSBPEF402 Develop personal work priorities
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBTWK401 Build and maintain business relationships
- BSBOPS404 Implement customer service strategies



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STUDY MODE

Self-paced study means that you can study at times and locations that suit you. No assessment due dates and no timetabled lectures or webinars. Fast track your study or take your time – the choice is yours.

Classroom study is available on request to Corporate groups. This study mode enables us to develop custom projects specific to the workplace. Students develop their leadership skills through a series of team building activities and work based projects.

DURATION

You will have up to 2 years to complete but can progress at any pace. As a guide someone spending 8 hrs per week on assessment, could expect to complete the course in approximately 8–10 months.

ONLINE RESOURCES

All course resources are provided in an easy to navigate e-learning course. The online course is interactive, meaning less readings and more visually engaging resources. Resources can be printed or downloaded for offline study if needed. Each module includes:

- ⇒ A recorded Webinar
- ⇒ Tutorial Videos
- ⇒ All learning and assessment resources

STUDENT SUPPORT

You will have unlimited access to your trainer through phone, email and Zoom meetings. We pride ourselves on having quick response times to every query.

GOVERNMENT FUNDING

This course is approved for funding through the following agencies/programs:

- Commonwealth Traineeships
- Centrelink (Education Supplement)

Contact us and we will let you know if you or your employer may attract funding.

PAYMENT

Payment plans are offered with no additional fees or charges. You can nominate the instalment amount and frequency you are comfortable with.

BSB40520 Certificate IV in Leadership and Management	Self-Paced
Standard course fee	\$2,500

Note:

- Price quoted is for self-paced, study. Please contact us for a quote on classroom based options.
- Enrolments cannot be accepted from international students or those in Australia on a student or education visa.

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HOW TO ENROL

Read the Student Handbook and this Course Outline before you enrol:

1. Go to adapteducation.com.au/enrol to complete your enrolment online; OR
2. Call us on 1300 380 335 to enrol over the phone

ENTRY REQUIREMENTS

All enrolment applications are assessed on a case-by-case basis. As a general guide you should:

- Have well developed written and verbal communication skills and basic numeracy skills. Upon receipt of your enrolment form you will be asked to complete a short Language, Literacy and Numeracy (LLN) test. We will use the results of this test to gauge your suitability for the course and to identify if you will benefit from any additional support.
- Possess sound computer operating skills and have reliable access to the internet.

COURSE COMMENCEMENT

Upon receipt of your enrolment form an Adapt Education staff member will contact you to conduct a pre-enrolment interview. Prior to commencing your course you will be asked to complete a Training Needs Analysis (TNA) to ensure your suitability for the course.

All Adapt Education students will receive a course induction. Inductions may be completed face-to-face, via Zoom meeting or over the phone.

ASSESSMENT

Assessment consists of:

- Theory assessment: written questions, evidence portfolios, case studies and role plays.
- Projects: Ideally you will have access to a workplace where you can undertake projects, in a live environment. Simulated environments can be arranged where a workplace is not available or suitable.
- Practical assessment: includes demonstration of your skills in the workplace or a simulated environment. Recorded as observations by your trainer.

COURSE COMPLETION

On successful completion of all course requirements you will be issued a Nationally Recognised BSB40520 Certificate IV in Leadership and Management.



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