

## BSB40520 Certificate IV in Leadership and Management

### Introduction

Equality Education is a Registered Training Organisation (RTO number 46111) registered with the Australian Skills Quality Authority. Equality Education encourages students from under-represented groups (including people with a disability and First Nations people) to apply for enrolment in our courses. Equality Education is committed to fostering an inclusive and culturally safe learning environment where all students can engage fully in their educational journey. Equality Education facilities are fully accessible for those with physical disabilities. Equality Education is proud to offer training in BSB40520 Certificate IV in Leadership and Management, compiled of 12 nationally recognised units. This course provides students with the skills and knowledge required to lead and manage team members within their workplace. This includes applying communication strategies in the workplace, developing personal work priorities, leading effective workplace relationships and demonstrating leadership in the workplace. If you work in a supervisory or management position or are looking to become a leader and have the support of your workplace, this is the course for you. Training sessions are trainer led in group sizes of no more than 15 students with a trainer/student ratio of 1:15. The training program is undertaken using a planned schedule. Students attend training for 2 days per unit, attendance time is 9am – 5pm with 1 hour allocated for breaks.

### Units of Competency

The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by Equality Education. The BSB40520 Certificate IV in Leadership and Management is delivered using the course structure and sequence outlined below:

BSBXCM401 Apply communication strategies in the workplace (Core Unit)

BSBLDR413 Lead effective workplace relationships (Core Unit)

BSBLDR412 Communicate effectively as a workplace leader (Elective Unit – Group A)

BSBPEF402 Develop personal work priorities (Elective Unit – Group A)

BSBOPS402 Coordinate business operational plans (Core Unit)

BSBLDR411 Demonstrate leadership in the workplace (Core Unit)

BSBXTW401 Lead and facilitate a team (Core Unit)

BSBCMM412 Lead difficult conversations (Elective Unit – Group A)

BSBLDR414 Lead team effectiveness (Elective Unit – Group A)

BSBSTR401 Promote innovation in team environments (Elective Unit – Group A)

BSBSTR502 Facilitate continuous improvement (Elective Unit – Group A)

BSBTWK401 Build and maintain business relationships (Elective Unit – Group A)

## Fees and Charges

Course is \$3,500 in total – this is broken down into 3 payment instalments. 1<sup>st</sup> payment of \$1,500 is due upon receiving your enrolment confirmation, 2<sup>nd</sup> payment of \$1,500 is due 6 months after your course commencement, 3<sup>rd</sup> payment of \$500 is due 12 months after your course commencement. Please refer to the Schedule of Fees and Charges as it contains important information about related charges and our refund policy. Please refer to the Student Handbook for further information on all students rights and obligations.

## National recognition

These competencies have been drawn from the nationally endorsed industry training package the BSB Business Services Training Package. On successfully completing the training and assessment, the BSB40520 Certificate IV in Leadership and Management (Release 4) qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the leadership and management industry. Equality Education is responsible for the quality and the compliance of this nationally recognised training and will issue the qualification within 30 days of the final assessment being completed. Where a student does not meet all of the requirements for the qualification and ends their enrolment early, the student may be entitled to be awarded some units of competency that they have achieved during their training and assessment and these units of competency will be issued on a Statement of Attainment.

## Program outline

Training is delivered face-to-face in a classroom setting (two days per unit). Written learning activities will reinforce theoretical knowledge, and skills will be practiced either in the students workplace or in a simulated workplace where learning will be placed into context. The course modules are sequenced in a way that allows logical progression.

## Locations

Classroom training will be delivered at Equality Educations office located at 2/276 Charters Towers Road, Hermit Park QLD 4812.

## Expected Duration

The program is a 12 month part time program, which is delivered over 40 weeks with 12 weeks of holidays. Students must be able to commit to the following time commitments:

- 2 Days per unit face-to-face training
- 4 hours per week pre-course online learning

Equality Education may be able to support participants who need additional time for completion.

## Assessment requirements

The assessment is conducted using a combination of projects, written questions, response to case studies and observations. The following provides a brief explanation of the assessment methods that are to be applied:

- **Project.** The student is required to undertake a range of projects to create various workplace documents and outputs relating to the units of competency being delivered. Where appropriate, the student will be supplied with template documents and tools. Work projects are particularly applicable to units of competency which include a single task which occurs over an extended period of time. These tasks typically require input from a number of sources and the student is required to produce an output for the assessment (usually a document) which is intended to inform the workplace. An example of this might be a financial projection, risk assessment, operational plan, or continuous improvement initiative. The student will submit their work which will be reviewed by the assessor according to defined observation criteria based on the work requirement.
- **Written questions.** The student is required to write brief responses in their own words to various questions. The student will research their answers from the issued learning material and other references. The assessor will review the student's submitted responses and using assessment benchmarks will review this work and provide feedback to the student. The student is expected to provide a satisfactory response for all questions.
- **Case Study.** The student is required to respond to a range of case study activities. The student will research their answers from the issued learning material and other references. Some of these tasks may require the student to provide a response in the context of their own workplace. A written report will relate directly to the required knowledge evidence in the units of competency and aims to collect both the valid and sufficient evidence of the student's knowledge. The assessor will review the student's submitted report and using assessment benchmarks will review this work and provide feedback to the student. The student is expected to provide a satisfactory response for all case study activities.

- **Observation.** The assessor will observe the student at their workplace on a number of occasions throughout the course so that they are able to demonstrate the skills they have learnt throughout each unit of competency they complete.

## Entry requirements

There are no specified entry requirements for these units of competency. Noting this, Equality Education requires persons who undertake this course to:

- Be aged 18 years or over.
- Be an existing working preferably in a supervisory role with a minimum of 3 years work experience.
- Have the support of your supervisor or employer.
- Hold a minimum of Higher School Certificate (or equivalent).
- Able to commit to the course duration and time commitment. Face-to-face sessions will be held on set dates which will be communicated within your enrolment enquiry.
- Have suitable language, literacy, numeracy proficiency and digital literacy skills to read and comprehend learning materials and perform tasks related to communicating effectively as a workplace leader, producing operational reports in support of coordinating business operations, and calculating and planning for resource allocation.
- Photo identification is required to be sighted prior to course commencement.

These entry requirements will be confirmed through information collected on the enrolment form, your LLND results and during the enrolment interview.

## Student Information

Detailed student information is available within our Student Handbook and Schedule of Fees and Charges which is available on our website. This is important information about your student's rights and obligations as a student and forms part of our Terms of Service. It is important that when registering for enrolment you make an opportunity to review this information first. If you are unable to locate on the website, please contact us and we can send this information to you straight away.

## Dress and Equipment Requirements

Students are required to present to Equality Educations office located at 2/276 Charters Towers Road, Hermit Park QLD 4812 in appropriate uniform attire suitable for participation in practical activities in a workplace training setting, including fully enclosed non-slip shoes. Students will require basic stationery and a notebook according to their own study preferences during face-to-face training sessions. Access to a computer which has internet connection, emails, Microsoft word and the free version of Adobe Acrobat Reader DC is mandatory to allow students to undertake the pre course online learning prior to the face-to-face sessions. Laptops are available for students to complete their pre course online learning in Equality Educations office.

## Recognition of Prior Learning

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program. Students are required to notify Equality Education of their interest or intention to apply for RPL prior to their enrolment. We will provide you a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

## Privacy

Equality Education will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988, the VET Data Policy and Equality Education policies and protocols as advised in the student handbook.

### Contact us and get the ball rolling!

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