

BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT



OVERVIEW

Nationally Recognised: Yes
Number of units: 12
Qualification Code: BSB40520

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

This program is aimed at upcoming managers or team leaders wishing to develop the essential management skills to succeed in their position. The course is highly recommended for individuals wishing to gain leadership and management skills in their pursuit of management goals.

What skills are you going to get out of this?

Communication

Problem-solving

Teamwork

Initiative and enterprise

Learning

Self-management

Technology

Planning and organising

Entry Requirements

There are no formal entry requirements. Students should have good written and verbal communication skills. Students are required to have access to a workplace and/or team environment, ideally to apply the leadership and management principles; this may include a previous workplace.

Time Investment

The amount of effort and time required for this qualification is based upon your existing skills and experience. It is suggested that the course takes approximately 600 hours of learning. However we find that due to our learner profile and the methods by which our programs are structured this is rarely the case. We provide students with the ability to complete the Certificate IV in Leadership and Management over a one year period; however we find that the average time is between 6 and 12 months.

Delivery Methods

The Certificate IV in Leadership and Management BSB40520 is delivered nationally in these three methods:

Online	Workshop	RPL
<p>The course is available fully online and is designed to be engaging and interactive. It is self paced and you can commence and make progress at any time. Upon enrolment you will be assigned a training consultant who you can contact via phone or email to assist with your studies.</p> <p>Students have 12 - 18 months to complete this qualification dependent on their online study package chosen.</p>	<p>Our workshops are designed for students to gain the benefit of face to face learning without lengthy time away from their commitments.</p> <p>This is a six (6) day workshop with up to 12 months to complete final assessments. Catering and resources will be provided, and you will receive ongoing support via phone and email outside of workshop days to assist with completion.</p>	<p>Already have experience in Leadership & Management and just want to get accredited? Students may be able to use their previous or current work experience to gain this qualification.</p> <p>The assigned training consultant will use a variety of techniques to assist RPL candidates to compile evidence of the performance criteria. This includes interview-style questions, case studies and emails from supervisors or external parties.</p>

Student Support

Regardless of the chosen study method, all of our students at Scope Training are assigned to a staff member for ongoing support via phone, email or (if available) face to face meetings as required through to completion of their qualification. We encourage students to maintain regular contact with their training consultant to get the most out of their studies.

Benefits

Upon successful completion of 12 chosen units, participants will be awarded the nationally recognised Certificate IV in Leadership and Management BSB40520. The Certificate IV is highly regarded as the industry standard in the recognition of excellence in supervision of service delivery and as such is the basis for management programs within many organisations.

Participants will undertake learnings to sharpen their skills as well as the opportunity to apply business skills and concepts to work-based situations. This will provide participants with the skills they need to work effectively within the business environment as well as the confidence to apply them in a practical setting.

Employment opportunities

The Certificate IV in Leadership and Management opens pathways by validating to employers that graduates have practically demonstrated the skills and knowledge required for effective management at the front line of the organisation. This qualification is relevant for employment in practically any industry. Furthermore a qualification from Scope Training advocates that the learner has demonstrated the ability to apply these skills in a work context, reassuring employers of job-readiness.

Job Roles include: Supervisor, Junior Manager, Leading Hand, Second in Charge (2IC), Senior Customer Service Officer

Education Pathways

After successful completion of the Certificate IV in Leadership & Management further educational pathways include *Diploma of Leadership and Management* and *Diploma of Business* as well as opening the door to many other qualifications.

Not ready to commit to a full qualification? Ask us about our short courses to help develop your Leadership and Management skills.

Team Leader

Facilitation Skills

Enterprise Trainer: Mentoring

Presentation Skills

Workplace Supervisor

Emotional Intelligence

Dispute Resolution

Having Difficult Conversations



 PROJECT MANAGEMENT

 WORK HEALTH & SAFETY

 PROCUREMENT & CONTRACTING

 LEADERSHIP & MANAGEMENT

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Units

The Certificate IV in Leadership and Management BSB40520 requires the completion of 12 units. The following are those selected by Scope Training in consultation with industry.

Alternative units may be selected, please contact our friendly team to discuss.

CORE UNITS

BSBLDR411 Demonstrate leadership in the workplace

BBLDR413 Lead effective workplace relationships

BSBOPS402 Coordinate business operational plans

BSBXC401 Apply communication strategies in the workplace

BSBXTW401 Lead and facilitate a team

ELECTIVE UNITS

BSBCMM412 Lead difficult conversations

BSBCRT411 Apply critical thinking to work practices

BSBLDR521 Lead the development of diverse workforces

BSBSTR401 Promote innovation in team environments

BSBSTR502 Facilitate continuous improvement

BSBP401 Manage personal health and wellbeing

BSBPEF502 Develop and use emotional intelligence

For a breakdown on each unit focus and description, head to training.gov.au

