ACTAGroup

ADVANCED CERTIFIED TRAINING AUSTRALIA
RTO CODE 45370

BSB40520 Certificate IV in Leadership and Management

Course Guide

Thank you for your interest in the **BSB40520 Certificate IV in Leadership and Management**
This Course Guide is designed to provide you with detailed course information to support making a decision about whether this course is the most suitable and appropriate for your career goals and individual needs.

Course Description

This qualification will provide learners with the technical skills and knowledge to work in leadership and management roles in a range of enterprise and industry contexts. Learners will be able to apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources. The qualification content includes;

- Workplace leadership
- Lead effective workplace relationships and facilitate teams
- Workplace communication strategies
- Coordination of business operational plans

Target Participants

Typical entrants into this course are:

- In the main, new entrants, such as:
  - ACTA Group key participant target group for this course are those working in leadership and/or management roles that not only assume responsibility for their own performance, but provide leadership, guidance and support to others. They also may have some responsibility for organizing and monitoring the output of teams.
- As well as:
  - Candidates who are working within an industry and who wish to upgrade their Leadership skills and knowledge
  - Candidates who are working within an industry and are seeking recognition of previous skills and qualifications within a Leadership role, through a national recognised qualification (Recognition of Prior Learning/Recognition of Current Competency)

For the most part, learners enrolled in this qualification at ACTA Group are:

- Young adults, with an age of 16 years old and above
- May work full or part time whilst completing training
- From Culturally and Linguistically Diverse (CALD) backgrounds with English as a second language.
- Identify as First Nation people

Course Duration

The standard course duration is 6 months - 24 months. This duration takes into consideration that the target clients have been currently working in a position of leadership and/or management within an organisation. The course duration may be shortened if the learner is able to apply for Recognition of Prior Learning due to their industry experience.

Course Entry Requirements
Nil mandatory requirements.

ACTA Group Course Admission Requirements

Participants must:

- Be at least 15 years of age;
- Have completed Year 10 in the Australian school system or equivalent;
- Have language, literacy and numeracy skills equivalent to ASCF Level 3; and
- Be employed in a role within an organisation that requires the individual to provide leadership and management of a team, and study via a workplace supported pathway.

Course Fees

Please refer to ACTA Group's Schedule of Tuition Fees for further in information and to determine the course fees for your course engagement: www.actagroup.com.au

Employment Pathways

Pathways for participants considering this course include:

- Certificate III in business or other industry related qualifications; and
- Direct entry.

After achieving this qualification, participants may undertake a Diploma or higher qualification in Leadership and Management.

Course Requirements

The following provides the packaging rules for this qualification, followed by the list of relevant units of competency.

To be awarded the Certificate IV in Leadership and Management, the following packaging rules apply:

Total number of units = 12

- 5 core units plus
- 7 elective units

- **Core units**

- BSBLDR411 Demonstrate leadership in the workplace

- BSBLDR413 Lead effective workplace relationships

- BSBOPS402 Coordinate business operational plans

- BSBXCM401 Apply communication strategies in the workplace

- BSBXTW401 Lead and facilitate a team

- **Elective units**

- **Group A**

- BSBLDR412 Communicate effectively as a workplace leader

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- BSBLDR414 Lead team effectiveness

- BSBOPS403 Apply business risk management processes

- BSBPEF402 Develop personal work priorities

- BSBSTR502 Facilitate continuous improvement

- BSBTWK401 Build and maintain business relationships

- BSBWHS411 Implement and monitor WHS policies, procedures and programs

- **Group B**

- BSBPEF502 Develop and use emotional intelligence

- BSBPMG430 Undertake project work

- BSBSUS411 Implement and monitor environmentally sustainable work practices

Delivery Modes

The course units of competency can be studied in any order, with exact program schedules negotiated with participants and documented in the Training Plan. ACTA Group personnel recommend a study pathway providing a logical program structure for participants undertaking learning and assessment tasks.

The delivery model with an ACTA Group personnel mentor facilitates the opportunity to negotiate program structures with participants, utilising ACTA Group Training Plan. This negotiated pathway allows participants to align the learning program to their individual and organisational needs.

RPL / Credit Transfer

ACTA Group's Credit Transfer and RPL Policy and Procedure outlines in detail a process to be followed for granting Recognition of Prior Learning and Credit Transfer. This is supported with RPL Resources available for all course units. Participants must apply for RPL or Credit Transfer prior to or immediately after formal enrolment but prior to the commencement of the delivery of the units. Any RPL's granted must be accepted and signed off by the participant.

Schedule and Sequencing

The course is available for open enrolment throughout the year.

Work Placement Arrangements

No work placements are applicable as target group are currently employed in the industry.

Participation in this course is open to participants working in a position of leadership and/or management within an organisation.

Next Steps!

Thank you again for your interest in this course program. Please contact ACTA Group's Participant Support team on 1300 011 144 or info@actagroup.com.au to commence the application process!