



Course Brochure

BSB40520 – Certificate IV in Leadership and Management



RTO Code: 41573



admin@hopecentre.edu.au



www.hopecentre.edu.au

**Hats Qld Pty Ltd T/A Hope Centre
education**



**Head Office Address:
93-95 Station Rd, Glenroy VIC 3046:**



BSB40520 – Certificate IV in Leadership and Management

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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Total Course Fees: \$4,500

- Tuition fees: \$4000
- Registration fees: \$250
- Material fees: \$250

Course Duration: Total duration is 26 weeks including 2 weeks of holidays

Course Delivery: Online through Moodle

Pre-Requisites: There are no pre-requisites for this qualification.

Entry Requirements:

- 18 years of age or over
- Students need to have either successfully finished Australian Year 12 or an equivalent level of education, from an Australian educational institution
- Australian/New Zealand citizen or permanent Australian resident or hold a visa that entitles you to work and study in Australia (a student or working holiday visa are unacceptable).
- Meet prescribed Language, Literacy and Numeracy requirements.
- Applicants should have basic computer and MS Office skills (Word, Excel, and Power Point).
- You will also need a computer (desktop, tablet, smart phone or similar) with online webcam capability and good internet connection to undertake this course online. A printer/scanner will also be required.
- You must have Windows seven or later installed, only use Chrome or Firefox as your Browser, or safari if using an IPAD.
- Ensure that any firewall permissions/restrictions have been adjusted/given to ensure that your webcam and microphone are working.
- **The webcam MUST remain ON for the duration of the course. DO NOT turn off, cover or block the view of the webcam whilst you are logged into the course. At random times through the course the webcam takes a picture of who answered questions, this is to maintain the integrity of the course by seeing the person who enrolled in the course is the person answering the questions.**
- Pre-Training Review- All prospective students (the candidates) are interviewed through Phone or zoom and will have the course explained to them by a Student Services Officer. The purpose of this interview is to ensure the candidate understands the commitment of signing up to the course, entry requirements, course outcomes, and what is expected of the student during their studies with Pegasus International College. The review also aims to identify training needs through questions on previous education or training, relevance of the courses to learner and relevant experience.

Delivery Structure: Delivery for this learning program, as a guide:

Structured online Classroom Training: 144 hours

Formative Assessment: 96 hours

Self-Paced Research: 60 hours

Total Training and Assessment: 300 hours

Attendance: Students must attend all training sessions.

Units of Competency: To complete BSB40520 Certificate IV in Leadership and Management, a total of 12 units must be completed.

Code	Title	Core/ Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS40 2	Coordinate business operational plans	Core
BSBXCM40 1	Apply communication strategies in the workplace	Core
BSBXTW40 1	Lead and facilitate a team	Core
BSBOPS40 4	Implement customer service strategies	Elective
BSBLDR414	Lead team effectiveness	Elective
BSBCMM412	Lead difficult conversations	Elective
BSBSTR40 1	Promote innovation in team environment	Elective
BSBLDR521	Lead the development of diverse workforces	Elective
BSBSTR50 2	Facilitate continuous improvement	Elective
BSBPEF50 2	Develop and use emotional intelligence	Elective

Learning and Assessment Methods

Pre-course- Before starting this course, you will be required to complete a Language, Literacy and Numeracy (LLN) questionnaire. This quick questionnaire is used to determine your LLN skill level so that we can best support you in your studies.

During the course- This course involves several learning and assessment methods. Typically, the learning methods may include Presentations and discussions, Demonstrations, Individual and group activities, Skills practice, Role plays, Case studies, Simulated scenarios, and Research activities.

Assessment methods generally include Practical Observation of Tasks, Written or Oral Questioning, Case Studies, Role Plays, Reports, Research Projects, Presentations, etc.

Credit Transfer (CT):

You may be eligible for Credit Transfer if you are able to demonstrate that you have achieved competency in the same or equivalent unit/s in a Nationally Recognised Training from any Registered Training Organisation. Please read the Credit Transfer Policy and Procedure for more details.

Recognition of Prior Learning (RPL):

If you think that you have already gained the skills and experience for a unit or entire qualification, you can apply for RPL to get recognised as competent for parts or a whole nationally recognised qualification. Not everyone will get credited for their skills and knowledge. Successful applicants will need to demonstrate a reasonable amount of experience in the area their course covers. Contact us to know more about our RPL process.

Pathway: It provides a pathway to further learning and work in various leadership and management roles. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Coordinator
- Team Leader
- Production Supervisor
- Sales Team Manager
- Freight Administrative Supervisor

Completing this course will help you:

- Demonstrate leadership in the workplace.
- Lead effective workplace relationships and business meetings.
- Co-ordinate business operational plans and business resources.
- Apply communication strategies in the workplace lead and facilitate a team.
- Apply critical thinking to work practices.

Completion

At the successful completion of the course students will be awarded with the “Testamur” and a “Record of Results” which provides detailed Units of Competency completed in the course.

At the Partial Completion of the course students will be awarded with a “Statement of Attainment” which will detail only the Units of Competency that student has achieved competency from the course.

For more information, please contact our friendly Student Support Officer or email your query at admin@hopecentre.edu.au