

Certificate IV in Leadership and Management



Certificate IV in Leadership and Management qualification is ideal for individuals aiming to seek or undertake management and leadership roles, and for individuals seeking to either further develop their own leadership and management skills.

Successful completion will provide students with an outstanding qualification that's accredited and recognised Australia-wide.

Such job roles typically include, but are not limited to: Team Leader, Office Manager, Project Officer, Administration Manager or any position requiring leadership skills in a range of different roles and responsibilities.

Your Choice of Study Pathways

Units of Study

Core Units

BSBXTW401 **Lead and facilitate a team** 50hrs

BSBLDR411 **Demonstrate leadership in the workplace** 50hrs

BSBLDR413 **Lead effective workplace relationships** 50hrs

BSBXC401 **Apply communication strategies in the workplace** 50hrs

BSBOPS402 **Coordinate business operational plans** 40hrs

Electives

BSBTWK401 **Build and maintain business relationships** 35hrs

BSBSTR401 **Promote innovation in team environments** 40hrs

BSBLDR521 **Lead the development of diverse workforces** 60hrs

BSBCRT411 **Apply critical thinking to work practices** 50hrs

BSBOPS405 **Organise business meetings** 20hrs

BSBPEF502 **Develop and use emotional intelligence** 60hrs

BSBPMG430 **Undertake project work** 60hrs

Western Business School is a registered training organisation delivering nationally recognised training. We have a commitment to helping people achieve their learning goals in a fun and supportive learning environment.

Western Business School provides specialised industry training for anyone considering a career and employment

Pathways into this qualification include:

BSB30120 Certificate III in Business or other relevant qualification with some vocational experience assisting in a range of support roles but without a qualification.

Pathways from the qualification include:

BSB50120 Diploma of Business or other business qualifications.

At a Glance

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills



BSB40520

Certificate IV in Leadership and Management

How many units can I do? Participants need to complete 12 units of competency

Who can undertake the training? Our entry requirements are that students are competent in written and spoken English

Course pre-requisites? There are no pre-requisites for this course

Duration – 12 months

With regular contact with your Trainer/Assessor a minimum of 5 visits to your workplace, and support from both your employer and workplace supervisors, you'll gain your nationally recognised qualification with plenty of on the job practice! Are you ready to commence your career?

How is the course trained and assessed? The course consists of both theory and practical elements and is completed via assessment within the workplace. Throughout the duration of your training program, you will be provided with feedback on your progress, ensuring you have the skills and knowledge required at the time of assessment. The assessment process will include written and practical written and practical activities, which includes demonstration and observation of your skills. This course will normally require some time away from the working desk completing assignments and self-paced exercises

What is Recognition of Prior Learning (RPL)?

If you believe you are already competent in a number of skills through your work or life experience, then those skills may be formally recognised via our RPL program. As part of the RPL assessment your existing skills and knowledge will be assessed by a qualified assessor. You can demonstrate your competence in a variety of ways including performing tasks, sharing your anecdotes about how you carry out tasks in the workplace or providing work samples.

What are the Benefits of applying for RPL?

- It can accelerate you through your qualification
- Your studies remain interesting and challenging (you are not repeating things you already know)
- Reduce study load, fast tracking your qualification.
- Future training opportunities are improved.

Credit Transfer Credit Transfer is the process where the Western Business School accepts and provides credit to you for units of competency that you have previously completed at another training organisation. If you believe you have a Certificate of Qualification or Statement of Attainment for any units previously completed Western Business School will confirm the unit and award a Credit Transfer to you.

Benefits of applying for a Credit Transfer

- It can accelerate you through your qualification
- Reduced study load
- Better planning of future training

VIC

This training is delivered with Victorian and Commonwealth Government Funding. Eligability criteria will apply. Where government subsidies apply, please note enrolment into this VET course will impact your access to future subsidised training. You may not be eligible for further subsidised training or you may exhaust your entitlement to lifetime limits of undertaking training in courses at the same level. Upon successful completion of this qualification, you may only access subsidised training if upskilling.

Getting Started

Have you recently applied for a Traineeship Course?

Our Starter Kits have all our course/unit information to start your training process. You will receive your Starter Kit during your induction session.

Yes

No

Apply for your Traineeship course today and receive a Nationally Recognised Qualification on completion

https://wpc.jobreadygateway.com.au/apprentice_registration/step_one/new

WBS adheres to principles of access and equity

Training and employment services are available to all clients regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment. Western Business School encourages individuals with disabilities to apply.

Course Fee Information

BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT			
DELIVERY WITH GOVERNMENT FUNDING			
VICTORIA [^]			
	Tuition Fees	Concession	
With Skills First funding	\$1,800.00	\$360.00	
Fortnightly instalment – WPC NextGen employees only	\$90.00	\$18.00	
<i>Ask about our payment plan available for other individuals and employers</i>			
Estimated Victorian Government contribution		\$3,813.00	
[^] This training is delivered with Victorian and Commonwealth Government Funding.			
FEE FOR SERVICE DELIVERY			
	NSW	QLD	VIC
Locations	✓	✓	✓
Tuition fees	\$4,500.00		
Payment plan	4 Instalments		
The student tuition fees as published are subject to change given individual circumstances at enrolment.			
All materials are inclusive. No other fees are associated with this course.			
WBS does not hold more than \$1500 in advance for training yet to be delivered and participants will not prepay more than \$1500 in advance.			

Would you like more information?

Contact our friendly team at Western Business School (TOID: 4183)
Phone: 1300 656 461

Download the Participant Handbook at www.wbs.org.au