



Certificate IV in Leadership
& Management

BSB40520 – Certificate IV in Leadership and Management

**Duration 12 months – 24 months
workplace traineeship (NSW only)**

The Certificate IV in Leadership and Management qualification is well suited to a variety of roles where management and supervisory tasks are performed. It suits those entering into leadership roles.

At Signature Learning & Development we have a set package of units which are set out below. Our program has been designed to be relevant in all workplaces and aligns with our training staff's expertise meaning our students get quality training and assessment gaining skills that can be transferred across any industry.

To achieve the Certificate IV in Leadership & Management qualification you must successfully complete a total of 12 units.

What we can offer:

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome. We have chosen the units below to suit most workplaces, this is the standard package we deliver under the Smart & Skilled Funded Traineeship model in NSW.

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

Electives

BSBLDR414 Lead team effectiveness
BSBLDR412 Communicate effectively as a workplace leader
BSBSTR401 Promote innovation in team environments
BSBWHS411 Implement and monitor WHS policies, procedures and programs
BSBPMG430 Undertake project work
BSBSUS412 Develop and implement workplace sustainability plans
BSBOPS405 Organise business meetings
RIICWM401E Supervise Civil Works

Cost: We only offer this qualification under the NSW Smart & Skilled traineeship model which is currently fee free to eligible students. We do not offer this qualification under a fee for service model. We can offer part qualification either funded or fee for service, give us a call on 1300 28 28 13.

Support:

Students will have access to extra support if a physical or learning disability may impede their ability to complete this course in its usual form of delivery. This will be determined on a case by case basis prior to enrollment.

Delivery:

This course is delivered in a mixed mode, primarily the assessment process is through our online student portal and our teaching process is a mix of face to face workshops, workplace visits, one on one (either on line or face to face). Where face to face visits are not possible we offer digital session with our trainers (phone/zoom/Microsoft teams).

RPL:

Recognition of Prior Learning is available on request for this course. This is assessed on a case by case basis. RPL is when you feel you may already have certain skills that are part of this course and you can provide evidence of that. Our assessment staff will review your evidence and determine if it meets requirements of the training package.

CT:

Credit transfer can be applied for at the enrolment phase. CT is when you have completed the exact unit previously or a superseded version of that unit which is equivalent to the current version. For a CT to be granted you must be able to provide a copy of your statement of attainment/certificate and grant Signature Learning and Development to verify its authenticity with the RTO (provider) that issued it.

Resources:

We can offer paper copies of all student resources if requested however it is our preference that students access resources through our online student portal. Offering digital copies allows us to maintain the currency of our resources and helps us meet our business ambitions of one day being paperless and reducing our carbon footprint. Environmentally sustainable practices are a key business priority for Signature Learning and Development.