FROM POSSIBILITY TO ACTUALITY

Certificate IV in Leadership and Management

National Course Code: BSB40520 CRICOS Course Code: 103954D
Duration: 52 Weeks

NATIONALLY RECOGNISED TRAINING

Course Description

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.

Licensing/Regulatory Information

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

Entry requirements

The course will be available for those students who have completed year 12 or equivalent. All International Students must have an English ability at the IELTS 5.5 or equivalent. However, the preferred pathways for candidates considering this qualification include Certificate III in Business or other relevant qualifications or with vocational experience in a supervisory role but no formal qualification. Examples of indicative job roles for candidates seeking entry based upon their vocational experience may include:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader
- Accounts Clerk
- Customer Service Advisor
- Import/Export Clerk
- Office Administrator
- Student Services Officer.

Vocational outcomes

Graduates of this qualification with proper employability skills should be able to work as Coordinator, leading Hand or Supervisor. Certificate IV in Leadership and Management will give students the skills and knowledge to face the challenges of a management role and move forward in your career. The program is organised so that students are provided with Work Health and Safety, Customer Service, Research, Communication, Project Management, Relationship Management and General Administration Skills.

Target Group

The target group for the BSB40520 Certificate IV in Leadership and Management is people who want to move into management role where they are required to supervise others. Certificate IV in Leadership and Management is also suitable for individuals who currently hold positions where they are required to manage others and wish to acquire formal qualifications. The program is designed for local and international students wishing to develop their skills in front line management and those who are already working in industry. International students will come from a range of countries spanning Asia, Eastern Europe, South America and the Middle East.

Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student's interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 13.5 hours/week of classroom-based delivery on campus and for 6.5 hours/week students would be taking part in computer-mediated activities via online Learning Management System (MOODLE).

Course Completion

Students obtaining a 'Competent' result for all the units studied will achieve Certificate IV in Leadership and management. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Protection of fee paid in advance

Tuition fee paid in advance by student is protected under commonwealth's Tuition Protection Service (TPS). TPS is a placement and refund service for international students. The TPS is like an insurance cover for fees paid in advance. It is a single mechanism to place students when a provider fails to meet obligations or as a last resort to provide refunds of unexpended prepaid tuition fees.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Certificate IV in Leadership and Management.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research assignments, projects, case studies, demonstrations and presentation.

Articulation & Pathways

Under mutual recognition the Certificate IV in Leadership and Management qualification and statement of Attainment awarded by CIBT will be recognised by other RTOs Australia wide. Upon successful completion of the Certificate IV Leadership and Management students may be eligible for exemption in similar courses. Graduates of this qualification can continue their studies to Diploma of Leadership and Management.

RPL and Exemptions

RPL and credit transfer can be applied for at the time of enrolment or during the orientation. Students may be eligible to obtain credits for individual units as a result of experience gained in the relevant field or from previous training and education. A Fee is payable for assessing your RPL status. The information is available online in the student handbook or can be requested at the reception.

Training and Other Facilities

CIBT trains and assesses its students from its campuses in Sydney City which are fully equipped with required facilities including modern computer labs with internet access, data projectors & resources borrowing facility, printing & photocopy facility and a student common area.

Course Structure

The 12 units of competency (5 Core and 7 Electives) are delivered throughout the 52 Weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to receive a Certificate IV in Leadership and Management qualification.

Unit Code	Unit Title	Core/Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBPEF402	Develop personal work priorities	Elective
BSBTWK401	Build and maintain business relationships	Elective
BSBOPS403	Apply business risk management processes	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBLDR521	Lead the development of diverse workforces	Elective
BSBOPS404	Implement customer service strategies	Elective
BSBPMG430	Undertake project work	Elective