



# **BSB40520 Certificate IV in Leadership and Management**

**Delivered by:**

**Infinity Training Australia Pty Ltd**

**RTO National ID: 52095**

## **BSB40520 Certificate IV in Leadership and Management**

### **Qualification Description**

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. In addition to being responsible for their own performance, individuals at this level provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

### **Packaging Rules**

Total number of units = 12  
5 core units plus 7 Electives

### **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**

BSBLDR412 Communicate effectively as a workplace leader  
BSBLDR414 Lead team effectiveness  
BSBLDR521 Lead the development of diverse workforces  
BSBOPS403 Apply business risk management processes  
BSBPEF403 Lead Personal Development  
BSBWHS411 Implement and monitor WHS policies, procedures and programs  
BSBPMG430 Undertake project work

### **Duration**

This course will be delivered over 12 workshop days fortnightly or in a combination suitable to the group. The workshops are followed by time allowed to complete the assessment at the workplace. Allow 12 months to complete the course.

## Course Delivery & Assessment

The course will be delivered in 2 phases as follows:

**Phase 1** – Knowledge & Skill building workshops over 12 days covering all the units of competencies (delivered either as 1 day per week or 1 day per fortnight).

**Phase 2** – 1:1 Coaching & Mentoring sessions provided over a 12-month period to assist participants complete the workplace project-based assignment to acquire the qualification.

The course is delivered in the following manner in the sequence above:

- Half-day course information and assessment session delivered about 1-2 weeks prior to the commencement of the course;
- One-on-one enrolment interviews with each participant to determine their entry skills and competencies and their capacity to undertake a 12-month Accredited qualification.
- Face-to-face knowledge workshops (theory), 1-day in duration for each unit, 2 weeks apart delivered by qualified trainers and assessors from Infinity Training Australia;
- The sequence of delivery will depend upon the group requirements and will be decided by key stakeholders.
- One to one assessment interviews will be conducted with each person at the end of each unit of competency to plan and set up the assessment;
- Ongoing 1 to 2 hour individual workplace learning and assessment mentoring sessions at the workplace until completion of course;
- Self-paced assessment (with ongoing support by assessor)

## Assessment Methods

Assignments, activities and projects are based on demonstration of competency in the required performance criteria for each unit. On successful completion of each unit students are awarded a Competency Achieved (CA) result and grade. Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery. As this is a competency based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed. *In order to achieve the qualification BSB40520 Certificate IV in Leadership & Management, participants must be Competent in all 12 units of competency.*

The assessment process may include:

- Written Questions
- Observation
- Case studies
- Projects (simulation/Real Work)
- Assignments

- Presentations
- Written examinations
- Integrated assessment of some units may occur

## **Recognition of Prior Learning**

If you have pre-existing skills in Supervision and Management but no formal recognition/qualifications, contact us. We offer a service called Recognition of Prior Learning which will assist you gain formal recognition for your knowledge and skills in Supervision and Management, and may save you time and money.

## **Training Delivery, Assessment and Certification**

All training is delivered and assessed by qualified and experienced trainers and assessors of Infinity Training Australia. The Award for the qualification is provided by Infinity Training Australian (RTO code: 52095).

## **Training Pathway**

After achieving the BSB40520 Certificate IV in Leadership & Management, candidates may choose to undertake BSB50420 Diploma of Leadership and Management offered by ITA.

## **Further Information contact:**

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*The logos confirm that this qualification is owned by the Australian Government and accredited under the Australian Skills Quality Authority, the National Regulator for Australian Education and Training.*