



Certificate IV in Leadership and Management

(BSB40520)

This course is the ideal first step for transitioning out of a technical / operational position into a management / leadership role.

ENROL ANY DAY OF THE YEAR – START LEARNING TODAY!

Subjects (12 units of competency to gain your qualification)

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

Elective Units

- BSBCRT411 Apply critical thinking to work practices
- BSBOPS403 Apply business risk management processes
- BSBPEF402 Develop personal work priorities
- BSBSTR401 Promote innovation in team environments
- BSBHRM415 Coordinate recruitment and onboarding
- SITXFIN003 Manage finances within a budget
- BSBOPS404 Implement customer service strategies

About your Trainer

As a participant of this program you will benefit from the extensive of Trainers who are experienced business managers and leaders.

Qualification and Accreditation Outcomes

On successful completion of this program you will be awarded a nationally recognised qualification 'Certificate IV in Leadership and Management' (BSB40520), issued by 1 Education (RTO #6639).

Graduates of the Certificate IV in Leadership and Management are well regarded as emerging leaders.

Potential Job Outcomes

By completing this leadership development program you will be able to apply these emerging management and leadership competencies to any industry area as a Frontline Supervisor, Middle Manager.

Course Format, Duration and Mode of Delivery

During this online training program, with tutorials delivered via Zoom every 3 weeks. You will learn exciting new skills relating to the areas of team building, business planning, building innovative cultures, establishing effective networks, managing risks, managing finances and more.

Activities will be self-paced with several projects, short answer questions and group work.

Contact will occur regularly through your assigned Trainer / Assessor and you will have on-demand direct access to your Trainer to work through all of your learning needs.

Entry Requirements / Minimum Age:

There are no specific entry requirements for this course in terms of past studies and qualifications, however you must have successfully completed year 10 (or equivalent) with a satisfactory pass in English or have relevant experience and/or qualifications that indicate your ability to complete the course.

A good command of the English language is required as you will need to demonstrate satisfactory skills in verbal and written communication. It is also recommended that participants have at least 6 months of work experience prior to embarking on a leadership program such as this.

You must also be at least 16 years old. If you are under 18 your enrolment form must be signed by a parent or guardian.

Computer Skills and Requirements:

Some of the tasks assigned to students will require Microsoft Word to complete the tasks. Apple Mac running Parallels or Microsoft Word for Mac (Version 15.33 recommended) will enable you to access this software. If you are using a tablet or other mobile device, we encourage you to speak with us to discuss options available to you.

General (Minimum) Computer Specifications Needed:

Microsoft Office 2010 (Recommended)

Adobe Reader 2017 or equivalent

Adobe Flash Player 10 or higher

Printer/Scanner

2GB Ram (4GB recommended)

Microsoft Windows user:

Microsoft Windows 10 (Recommended)

You will need basic computer skills including the ability to:

- Create, save and edit Microsoft office documents (including Word, Excel)
- Access and search the Internet
- Download and save documents from a variety of websites
- Upload files and images onto the Learning Management System

Recognition of Prior Learning and Credit Transfer

All 1 Education students are provided with an opportunity to claim any advanced credit for their past studies or life experiences where that experience overlaps with the subjects contained in the course we are offering.

You will be asked to consider whether you would like to apply for any Recognition of Prior Learning (RPL) at the time of your enrolment, at which time, a self-assessment will be made available for you to complete. Please note that recognition of prior learning has no impact on course fees.

If you already hold the exact units of competency or an approved equivalent unit of competency to any of the units contained in your course then you will be given credit for that unit/s under national mutual recognition guidelines. This is called a Credit Transfer and any credit transfer issued may reduce the overall cost of your course.

Support Services

Your Trainer will remain on-call throughout your studies and you will also receive periodic contacts from your Trainer to talk through course content and assessments, and any issues you might be having.

1 Education will also remain available to assist you with any issues not related specifically to your course studies, or in cases where an issue cannot be resolved between you and your Trainer.

Please remember that a detailed step-by-step guide for raising complaints and appealing an assessment decision, has been provided in the 1 Education Student Handbook, made available to you via the 1 Education website.

Language, Literacy and Numeracy:

We understand some people require more time than others to complete reading, writing and numeracy tasks. To ensure we have an accurate understanding of your support needs, we require you to complete a short LLN needs assessment during your enrolment process. We will then discuss any additional support or course modifications that might be required, with you if and as needed.

Further details can be found in the 1 Education Student Handbook or alternatively, contact us for more information.

Course Fees and Availability of Course Subsidies:

This program does not attract any government funding assistance.

The price for this program is currently reduced to \$3,000 and an opportunity currently exists for people in some Covid-affected industries to enrol fee-free. Contact us for more information.

Contact 1 Education for current pricing or view all fees in the enrolment pack for this program.

Please note that students will not be required to pay more than \$1,500 in advance of training services being provided.

Payment Options:

Students will be given the option to make payment via the following methods:

- Direct Credit Bank Transfer or
- Credit Card via PayPal (fees apply)

Convenient payment plan options are also available on request.

Study Pathway:

Whilst there are lower level qualifications that might be useful for some students to complete prior to commencing the Certificate IV, the majority of students will usually decide to enrol into this program after they have completed a Certificate 3 level vocational program and have applied those competencies on the job for a period of 6 months or more.

If you are uncertain about your readiness to study the program please talk with one of our friendly staff members and we can guide you on the best pathway for you.

Once you have graduated with your Certificate IV in Leadership and Management, the next logical progression may be to progress on to a Diploma of Leadership and Management.

Course Survey

All 1 Education students are required to complete a survey at the completion of their program to enable us to improve the experience for future students. We thank you in advance for your contributions.

More Information

For more information relating to various student-related policies and processes please refer to the Student Handbook, available in the 1 Education website - <http://www.1education.com.au/>

Contact Details

Phone: 07 5560 8970 | Email: enquiries@1education.com.au

Internet: <http://www.1education.com.au/>