

Certificate IV in Leadership & Management (BSB40520)



What's it all about?

The Certificate IV in Leadership and Management recognises that experience can only take you so far. Being an effective leader who is able to motivate, guide and influence a work team requires skill.

This qualification reflects the skills required for developing and emerging leaders and managers who work across any industry and who are responsible for organising and monitoring the output of a team.

Who should do this qualification?

This qualification is ideal for current or aspiring leaders looking to enhance their skills or seeking to formalise their leadership and management abilities.

Possible career choices relevant to this qualification include:

- Supervisor
- Team Leader
- Office Manager

Delivery Method

The Certificate IV in Leadership and Management is delivered via a face-to-face class program.

Our rolling intake means that you can begin as soon as you're ready.

Potential Pathways

Further training pathways from this qualification include **BSB40120 Certificate IV in Business** and **BSB50420 Diploma of Leadership & Management**.



Scan the QR to find out more information

Why choose Time Education and Training?

Time Education & Training are an award winning training provider that is proud to be a leading provider of quality corporate and nationally accredited training, consultancy and support services. We do this by providing:

- industry expert Facilitators and Assessors
- quality materials and resources
- state of the art training facilities
- supportive learning environments
- the ability to interact with like-minded industry professionals

Entry Requirements

There are no entry requirements for this qualification.

This qualification is ideally suited to individuals who are in a leadership, supervisory or management position, or who are aspiring to be.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all clients. This process formally recognises those skills and/or qualifications that the applicant already holds. It is an evidence collection process that recognises the competency of the applicant against the skill and knowledge requirements as determined by each relevant unit. Our team can support an applicant through understanding and applying for RPL prior to commencement of the qualification should they believe they may be eligible.

What is the Investment?

Please contact Time Education & Training for the investment and SA Government subsidy details for this qualification.

How do I enrol?

Contact our Client Relationship Managers by:

- Calling; 08 8351 9888; or
- Emailing; hello@time.net.au

We will be pleased to provide clarification or additional information on request.

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Units of Competency

This qualification comprises of twelve (12) units - five (5) core units and seven (7) elective units.

Code	Unit	Unit Type
Theme: Leadership		
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBCMM412	Lead difficult conversations	Elective
BSBLDR414	Lead team effectiveness	Elective
BSBXTW401	Lead and facilitate a team	Core
BSBXCM401	Apply communication strategies in the workplace	Core
Theme: Business Operations		
BSBOPS402	Coordinate business operational plans	Core
BSBOPS403	Apply business risk management processes	Elective
Theme: Working With Others		
BSBPEF502	Develop and use emotional intelligence	Elective
BSBCRT411	Apply critical thinking to work practices	Elective
Theme: Health, Welfare & Safety		
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBPEF403	Lead personal development	Elective