



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

This course is a Nationally Recognised qualification from the BSB Business Services Training Package and reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. At this level, frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

### **Prerequisites**

- There are no prerequisite qualifications for this course.
- Sound basic reading and writing skills are needed. Please discuss with us if you have any concerns about the language, literacy and numeracy requirements for the course as the College can provide support if needed (refer to Student Support section below).
- Students should be comfortable with basic computer use.
- Some exposure to a supervisory role in a business.

### **Learning and Assessment Material and Resources.**

All resources, learning, and assessment material required to complete the course are included in the course fee.

### **Paying for this Course**

- You may be eligible for a subsidy if you receive a benefit or meet other criteria. Otherwise, the full fee for this course is \$1850.
- This course is approved by Centrelink.
- For more information regarding conditions for refunds, please refer to our [Student Handbook on our website](#).

### **Course Delivery**

- This course is offered several times each year, numbers permitting.
- This course is delivered over 6 months, 1 day per week for 20 weeks (you are not required to attend class during term breaks).
- You will be required to complete home study of about 15 hours per week; this will include completing some assessment tasks.
- Some previous or current paid or voluntary work experience will be required for this course. Work placement of 140 hours will be negotiated for those without sufficient business experience.



## Course Packaging Rules

This course requires the completion of 12 units, 5 of which are core units and 7 electives. The College confers with industry in selecting the elective units offered. If students seek electives outside the electives offered below then that request needs to be negotiated with the College.

## Units

Code	Title	Core / Elective
BSBXCM401	Apply communication strategies in the workplace	C
BSBLDR411	Demonstrate leadership in the workplace	C
BSBXTW401	Lead and facilitate a team	C
BSBLDR413	Lead effective workplace relationships	C
BSBOPS402	Coordinate business operational plans	C
BSBCMM412	Lead difficult conversations	E
BSBOPS403	Apply business risk management processes	E
BSBLDR521	Lead the development of diverse workforces	E
BSBTWK401	Build and maintain business relationships	E
BSBOPS404	Implement customer service strategies	E
BSBPMG430	Undertake project work	E
BSBWRT411	Write complex documents	E

## Recognition of Prior Learning (RPL)

Students who have workplace experience in a supervisory role or team environment may be able to have those skills recognised by RPL for all or part of the qualification. You will need to discuss your request for RPL with the course trainer.

If you wish to claim Recognition of Prior Learning or Credit Transfer, you may complete the course in a shorter timeframe.

## Assessment

- There are no formal exams. A computer-based summative quiz will be conducted at the end of the course.
- Your competency ( knowledge and skills) is assessed through
  - Completion of set assignments
  - Practical demonstration of skills
- You are required to submit assessment tasks on time as instructed by the trainer.
- You are also required to be on time to class and be prepared for the units being discussed.

## Qualification Pathways

Students who complete this qualification may undertake BSB50420 Diploma of Leadership and Management or BSB50120 Diploma of Business or may choose to undertake a more specialised qualification.

## Student Support

At MCC, we aim to provide a welcoming, inclusive, and supportive environment for all. Under our Student Support provisions, you may approach the trainer at any time for additional support or discussion, and programmed support may be offered in groups or individually. We also offer a variety of support for people with specialised learning needs. Please let us know if you have any Language Literacy and Numeracy or other needs and we can discuss arrangements to provide you with support in your studies.

Support that we offer includes:

- learning and study support
- assistance with literacy and numeracy
- access to IT facilities both in class and at other times
- one on one and small group tuition
- referral to external student and welfare services
- career planning

## Course Information Session

A course Information session will be held on the first day so that students can meet the trainer and find out more about the course. Should you decide to proceed the course will then start later that day.

## Delivery Arrangements

- **Trainer:** Jim Nicholls
- **Course start date:** refer to Term brochure

For more information and for our Student Handbook go to our website.

[www.mbahcc.net](http://www.mbahcc.net)

**If you have any further questions, please do not hesitate to contact the College:**

**Phone: (02) 6672 6005**

**Email: [reception.mcc@bigpond.com](mailto:reception.mcc@bigpond.com)**

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This training is subsidised by the NSW State Government

<https://smartandskilled.nsw.gov.au/>

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