

BSB40520 CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

This is a nationally recognized qualification and training is delivered with Victorian and Commonwealth government funding for eligible individuals.

This Qualification is from the Business Services (BSB) Training Package.

Overview

The BSB40520 Certificate IV in Leadership & Management qualification is for 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. Job roles may include:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

Entry Requirements

Although there are no stated pre-requisites regarding this qualification, 4 Up Skilling Pty Ltd has applied the following pre-requisites:

- Participants should have vocational experience in a supervisory role, or formal training in BSB30112 Certificate III in Business or other relevant qualifications in the agriculture sector.
- It is essential that participants complete the 4 Up Skilling Pty Ltd Pre-Training Review successfully (see form USPTR). This includes completion of an online language, literacy and numeracy (LLN) assessment.
- *Where the PTR process demonstrates barriers to course suitability or appropriateness, alternative courses may be recommended, or support and/or possible adjustments to assessment will be negotiated with the student and employer.*
- *Reasonable Adjustment measures will be identified after completion of Pre- Training Reviews and implemented as required. Where adjustment falls outside of 4 Up Skilling's capability, the contact details of alternative services will be made available to the student (see the Student Services List, Form USSSL).*

Delivery

Estimated Duration, Expected Structure & Locations

This training is offered Nationally. The qualification is delivered on a flexible basis over 12 months to 2 years, depending on the experience of the individual learner. Delivery is via real-time structured webinars. It is tailored to meet the needs of the cohort.

The Program Schedule involves 5 clusters of units delivered via real time webinar one day a month followed up by recorded activities between each structured session; these can be accessed at any time that suits the learner.

This qualification may be completed as any of the following:

- A Full time or Part time Australian Traineeship in the workplace
- A Full time or Part time (non-trainee) Student.

The qualification, when delivered as a traineeship or non-traineeship, is delivered utilising:

- A Trainee Training Plan, negotiated by the trainer, the trainee/student and, in the case of traineeships, the employer.
- Planned workplace visits and assessments conducted by the trainer (min. 4 per year).
- Structured online webinars delivering underpinning knowledge.
- Observation and on the job training by the employer (or nominated workplace supervisor).
- Regular communication via email, phone, post (at least monthly), between the trainee/student and the trainer and, in the case of traineeships, the employer.

For more information about Traineeship requirements go to;

<https://www.vrqa.vic.gov.au/apprenticeships/Pages/Apprenticeshipsandtraineeships.aspx>

Equipment and Resources required

- Participants **must** have access to a relevant workplace environment where they can apply skills and knowledge associated with the sector.
- Participants **must** be a minimum of 18 years of age.

To participate in online sessions, 4 Up Skilling requires learners to have access to a device with:

- an internet connection (1Mbps or better)
- Google Chrome or Mozilla Firefox web browsers
- Windows 7 - Windows 10 or Mac OS X 10.9- 10.14; or Android OS 5-9 or iOS 10-12
- JavaScript enabled
- microphone and speakers (USB headset recommended)
- and an active email account.

Zoom, Dropbox, Google Docs, Sheets, Slides, &/or Forms can be accessed using:

- a computer with the relevant desktop app, or
- an android device or iPhone (4S or later) or iPad (2 or later) with relevant mobile app.

Other resource include; pen, paper, email address, phone or other device for recording video, audio and/or still photography.

Assessment Requirements

In this qualification, the focus is on 'learning by doing' and the participants will be required to complete learning activities and specific assessment tasks throughout the duration of the program, in addition to training & assessment on the job/or in a simulated work environment.

The learners will need to set aside time in the workplace, and at home, to complete assessment tasks as required.

Examples of assessments include:

- Written Short Answer Questions
- Projects and
- Third party reports from a relevant supervisor or manager

Pathways and Recognition

BSB40520 Certificate IV in Leadership & Management applicants can apply for RPL and mutual recognition (see Recognition of Prior Learning).

Students who have completed this qualification may continue their studies in an AHC50116 Diploma of Agriculture or BSB50420 Diploma of Leadership and Management.

Costs

Indicative costs, including Tuition Fees for the Certificate IV in Leadership & Management qualification, are available on the 4 Up Skilling website. Costs will vary depending on the electives chosen. Please contact 4 Up Skilling to discuss eligibility requirements. Access to government funding may affect your future eligibility entitlements. Concession rates apply at 20% of the funded Student Tuition Fee rate for eligible students with relevant concession cards including:

- Commonwealth Health care card
- Pensioner Concession card
- Veterans Gold card

Fee Schedule:

Fees are charged per calendar year. Full payment of annual fees is required on enrolment or prior to commencement of training. Payment can be made by: cash, cheque or direct debit.

4 Up Skilling does not accept prepaid fees in excess of \$1500. Where annual fees exceed \$1500: up to \$1500 will be charge at the time of enrolment, with the remaining amount for that calendar year invoiced when due.

Part Payment Plans may be arranged after consultation with the Coordinator.

Contacts

Robyn Richards 0407 358 191 rrichards@4upskilling.com.au

Further Information

Please visit the 4 Up Skilling website at www.4upskilling.com.au for further information, including the Student Handbook, and information pertaining to fees, charges and refunds, available support services, complaints & appeals, online services standards, partnership arrangements, referral processes and course information.

4 Up Skilling is responsible for the training and assessment of this qualification to its learners and its compliance to the ASQA Standards for RTOs 2015 and the issuance of AQF Certification and Statement of Attainments.

BSB40520 Certificate IV in Leadership and Management

Packaging rules:

Total number of units = 12

5 core units plus

7 elective units, of which:

- 4 elective units must be selected from Group A
- for the remaining 3 elective units:
- up to 3 units may be selected from Groups A and B
- if not listed, up to 2 units may be selected from a Certificate IV or above, from this or any other currently endorsed Training Package qualification or accredited course (Imported).

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Units of Competency

Workshop 1 Communication

Unit code	Unit title	Unit type
BSBXCM401	Apply communication strategies in the workplace	Core
BSBLDR412	Communicate effectively as a workplace leader	A
BSBPEF502	Develop and use emotional intelligence	B

Workshop 2 Leadership

Unit code	Unit title	Unit type
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR414	Lead team effectiveness	A

Workshop 3 Team Development

Unit code	Unit title	Unit type
BSBLDR413	Lead effective workplace relationships	Core
BSBSTR402	Implement continuous improvement	Imported
BSBSTR401	Promote innovation in team environments	A

Workshop 4 Leader Development

Unit code	Unit title	Unit type
BSBOPS402	Coordinate business operational plans	Core
BSBPEF402	Develop personal work priorities	A

Workshop 5 WHS

Unit code	Unit title	Unit type
BSBWHS411	Implement and monitor WHS policies, procedures and programs	A

** Units can be changed to meet the learner's needs and their employment context, within the limits of the packaging rules specific to the qualification.*

** Disc training incurs an additional \$125 material fee (BSBLDR412).*

For more information on these units of competency, please see the unit descriptors available at www.training.gov.au.