BSB40520
Certificate IV in Leadership & Management (Traineeship)

Team leaders and frontline managers are a vital link between employees and senior management in every organisation. This qualification has been developed to provide you with the comprehensive skills you'll need to lead, guide and support your own team while organising and monitoring their workload. This program holistically develops your skills as a frontline manager by looking at the competencies you need to manage yourself, your team and your business area. Participants must be employed as a trainee in a suitable business before commencing this course. Location: Workplace

Who is the course for?

This qualification reflects the role of 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 provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

Course Overview

- Online learning resources available 24/7
- Monthly electronic contact with a trainer i.e. zoom, phone, email
- Monthly trainer support class via zoom
- Quarterly face to face workplace visits (2-4 hrs)
- Dedicated trainer with 1-1 support (if required)
- Group catch up sessions via zoom every 6 months
- Delivered over 12 months

- Assessments consists of a combination:
  - Multiple choice quizzes
  - Short answer assessments
  - Case studies
  - Observation practical assessments
  - Workplace projects

Course Outline

The BSB40520 Certificate IV in Leadership and Management includes training and assessment in the following units of competence:

Code	Title	
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBLDR414	Lead team effectivenss	Elective
BSBLDR521	Lead the development of diverse workforces	Elective
BSBOPS403	Apply business risk management processes	Elective
BSBSTR401	Promote innovation in team environments	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBPEF502	Develop and use emotional intelligence	Elective

Application

Potential career pathways for graduates of this qualification include roles such as a Team Leader. Previous graduates of this program have gone on to roles ranging from clerical and administrative positions through to professional and management roles across a wide variety of industries.

NATIONALLY RECOGNISED TRAINING

05.2023

Fees: please refer to itfe.edu.au

Contact us for more information
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