



**BSB40520**

# **CERTIFICATE IV IN LEADERSHIP & MANAGEMENT**

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.

They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

## **Target Group**

This qualification is aimed at individuals who are working in, or aspiring to work, in supervisory roles. Fully customised in-house Management and Leadership Programs are available.

## **Entry Requirements**

- Working in, or aspiring to work in, a supervisory role.
- Solid language, literacy and numeracy skills.
- Computer literacy.

## **Pre-requisites**

None

## **Methods of Delivery**

In-house customised programs.  
Supported distance delivery.  
Online self-paced.

## **Cost**

\$4200 (GST free)

## **Duration**

Average course duration is one year.

## **Assessment**

Assignment based assessment based on workplace activities.

## **Outcome**

**Nationally Recognised Qualification.**

Usage Recommendation: Current



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## **ABOUT THE PROGRAM**

This program prepares individuals with the core competencies required for effective management and leadership.

## **WHO SHOULD DO THIS QUALIFICATION?**

The BSB40520 Certificate IV in Leadership and Management is a base level Qualification for individuals who are working in, or aspiring to work in supervisory positions. The program supports the development of a solid skill set to support individuals transition or improve in their role as a team leader or supervisor.

## **PROGRAM STRUCTURE AND CONTENT**

### **BLOCK 1: MANAGING YOURSELF**

**BSBPEF402** - Develop Work Priorities

22-24 Feb 2021

**BSBLDR522** - Manage People Performance

**BSBOPS405** - Organise Business Meetings

*#Post workshop study required.*

### **BLOCK 2: LEADING TEAMS THROUGH CONTINUOUS IMPROVEMENT**

**BSBXTW401** - Lead and Facilitate a Team

17 - 19 May 2021

**BSBLDR401** - Demonstrate Leadership in the Workplace

**BSBSTR502** - Facilitate Continuous Improvement

*#Post workshop study required.*

### **BLOCK 3: CRITICAL THINKING AND OPERATIONAL PLANNING**

**BSBXCM401** - Apply Communication Strategies in the Workplace

19 - 21 July 2021

**BSBOPS402** - Coordinate Business Operational Plans

**BSBCRT411** - Apply Critical Thinking to Work and Practices

*#Post workshop study required.*

### **BLOCK 4: MANAGING RISK, WORKPLACE RELATIONSHIP & DEMONSTRATING EMOTIONAL INTELLIGENCE**

**BSBOPS403** - Apply Risk Management Processes

8-10 Nov 2021

**BSBPEF502** - Develop & Use Emotional Intelligence

**BSBLDR412** - Lead Effective Workplace Relationships

*#Post workshop study required.*

## **DELIVERY METHODS**

*You may choose to complete the Qualification through a combination of learning methods.*

### **SUPPORTED DISTANCE DELIVERY**

Here at The Pivot Institute, we are leaders in the field with our own Pivot Online Learning System (POLS). This platform provides participants with all learning materials, resources and online classroom opportunities to cover the content in the Certificate. Participants will be enrolled and set-up on POLS, where they will attend virtual classrooms with industry leading facilitators. Printed workbooks, assessment documentation and all resources are provided and posted to students. Participants receive regular facilitator contact to support them throughout the completion of the program.

### **ONLINE SELF-PACED DELIVERY**

Online self-paced participants will be enrolled on to our leading online learning platform; The Pivot Online Learning System (POLS). This platform provides participants with all necessary learning and assessment content and resources to complete the Certificate and takes them on a self-paced learning journey through the program utilising topic areas and interactivity. Printed workbooks, assessment documentation and all resources are provided and posted to students. Participants receive regular facilitator contact to support.

