



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.



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NATIONALLY RECOGNISED
TRAINING

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	<ul style="list-style-type: none">• Working in, or aspiring to work in, a supervisory role• Solid language, literacy and numeracy skills• Computer literacy• Access to a computer and internet.
Pre-requisites	None.
Methods of Delivery	In-house customised programs Facilitated virtual delivery Supported distance delivery Recognition of prior learning (RPL).
Cost	\$4,200. <i>Payment plan available.</i>
Duration	6 - 12 months.



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ABOUT THE PROGRAM

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

PROGRAM STRUCTURE AND CONTENT

BLOCK 1: MANAGING YOURSELF & OTHERS

BSBPEF402 - Develop Personal Work Priorities

BSBLDR522 - Manage People Performance

BSBOPS405 - Organise Business Meetings

#Post workshop study required.

BLOCK 2: WORK HEALTH AND SAFETY, WRITING COMPLEX DOCUMENTS AND USING DIGITAL TECHNOLOGY

BSBWHS411 - Implement & Monitor WHS Policies, Procedures and Programs

BSBWRT411 - Write Complex Documents

BSBTEC404 - Use Digital Technologies to Collaborate in a Work Environment

#Post workshop study required.

BLOCK 3: COMMUNICATION, PLANNING AND CRITICAL THINKING

BSBXCM401 - Apply Communication Strategies in the Workplace

BSBOPS402 - Coordinate Business Operational Plans

BSBCRT411 - Apply Critical Thinking to Work Practices

#Post workshop study required.

BLOCK 4: MANAGING RISK, WORKPLACE RELATIONSHIPS AND DEMONSTRATING EMOTIONAL INTELLIGENCE

BSBOPS403 - Apply Business Risk Management Processes

BSBPEF502 - Develop & Use Emotional Intelligence

BSBTWK401 - Build & Maintain Business Relationships

#Post workshop study required.

DELIVERY METHODS

FACILITATED VIRTUAL DELIVERY

Here at The Pivot Institute, we are leaders in the field with our own Pivot Online Learning System (POLS). Virtual face-to-face participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides students with the content, resources and assessment documentation necessary to complete the course. Participants will attend virtual classrooms with industry leading facilitators. Participants can start the course anytime and will be required to book in and attend sessions via Zoom. Printed workbooks, assessment documentation and all resources are provided and posted to students.

SUPPORTED DISTANCE DELIVERY

Supported distance delivery participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides participants with all learning materials and resources to cover the content in the certificate. Printed workbooks, assessment documentation and all resources are provided and posted to students. Participants receive regular facilitator contact to support them throughout the duration of the course.

RECOGNITION OF PRIOR LEARNING

RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.

