



One size, doesn't fit all for workplace training & adult education.



BSB40520 Certificate IV in Leadership and Management



Dynamic Learning Services Pty Ltd
RTO No. 40467



+61 2 4365 0040
admin@dynamiclearningservices.com.au
4/172-176 The Entrance Road, Erina NSW 2250
dynamiclearningservices.com.au

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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 are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.



KEY OUTCOMES

- Leading teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.
- Using leadership to promote team cohesion including motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.
- Implementing operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required.
- Facilitating and applying communication strategies in the workplace within any industry.
- Effectively leading and facilitating a team in a workplace within any industry.
- Communicating effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up.
- Leading the performance of a team and to develop team cohesion.
- Advising, carrying out and evaluating customer service strategies.
- Implementing continuous improvement of systems and processes of an organisation including using systems and strategies to encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.
- Identifying business risks and applying established risk management processes to a defined area of operations that are within the responsibilities and obligations of the work role.
- Implementing and monitoring an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.
- Planning and prioritising own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance.

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CAREER OPPORTUNITIES

- Coordinator
- Leading Hand
- Supervisor
- Team Leader
- Manager

QUALIFICATION PATHWAYS

- BSB50420 Diploma of Leadership and Management

MODES OF DELIVERY

- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).
- Blended (using a combination of the modes described).

Decisions about the duration of this qualification take into account the candidates' likelihood of successfully achieving the learning outcomes and ensure that the integrity of the qualification's outcomes are maintained.

Entry Requirements

There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.

Assessment

The assessment in this qualification involves a variety of workbook activities, practical tasks, and project work. Participants will be supported by their trainer throughout their journey.

Course Fees

Your course fee includes the delivery and assessment of your qualification, your study materials (including all resources) and on-going support from our training team.

Further detailed information on your course, fees and charges, relevant student policies and procedures and to view the student handbook, please visit our website at www.dynamiclearningservices.com.au or contact Dynamic Learning Services 02 4365 0040.



Volume of Learning

Learners should expect a duration between 6 months to 2 years to meet the requirements of BSB40520 Certificate IV in Leadership and Management which is consistent with the AQF volume of learning indicators for a Certificate IV qualification.

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UNITS OF STUDY

BSB40520 Certificate IV in Leadership and Management		
Core Units		
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 team	Core
Elective Units		
BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBLDR414	Lead team effectiveness	Elective
BSBOPS404	Implement customer service strategies	Elective
BSBOPS402	Implement continuous improvement	Elective
BSBOPS403	Apply business risk management processes	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBPEF402	Develop personal work priorities	Elective

Why study with Dynamic Learning Services?

It's not just a nationally accredited qualification you will receive, it's a mindset for success and support to see you through to your qualification.

Here at Dynamic Learning Services, we are committed to excellence. High quality course content that is up to date with industry and business needs today, along with flexibility in how you study with us.

We value that there is strength in diversity. 'One size doesn't fit all'.

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