BSB40520 - Certificate IV in Leadership and Management

Is this course suitable for you or your organisation?

This course is designed for workers who are currently working in a supervisory, team leader or management role in the community sector.

Individuals can register their interest by clicking Enquire below. We also offer this course for in-house groups and we can be customised to meet your organisation's learning needs.

For Cerebral Palsy Alliance employees, BSB40520 - Certificate IV in Leadership and Management is the desired minimum qualification for all Team Leaders and Managers. You can register your interest for the next semester intake by clicking **Enquire below**.

Why choose this course?

Quality leaders and managers are pivotal to the success of any organisation. With this in mind the BSB40520 - Certificate IV in Leadership and Management is an ideal entry point to management that develops emerging leaders and managers.

It takes a practical approach to expand your own leadership and management capability. This includes facilitated group sessions and opportunities to network and discuss ideas with other team leaders and managers working in the community sector. It creates opportunities to explore and discuss current and emerging best practices for managers in the community sector and practice strategies for promoting innovation and communicating effectively in the workplace. The course will also provide you with the skills and knowledge to engage your team in your operational planning and increasing the effectiveness of your team

Our experienced facilitators and guest speakers draw upon real-life case studies and examples to ensure the knowledge you gain is practical and applicable to your role.

The units offered through Training Alliance tailor the course for people working in community sector roles such as:

• Team leaders

• Supervisors

• Managers

What content does the program cover?

Our course is a blend of face to face training, learning in the workplace and self-paced learning

BSB40520 - Certificate IV in Leadership and Management covers 12 units of competency (5 core units and 7 elective units).

Module 1 - Leading Staff

Unit Code	Unit Title	Core/Elective
BSBSTR401	Promote innovation in team environments	E
BSBPEF502	Develop and use emotional intelligence	E
BSBPEF402	Develop personal work priorities	E
BSBXCM401	Apply communication strategies in the workplace	C

Module 2 - Leading Others

Unit Code	Unit Title	Core/Elective

BSBXTW401	Lead and facilitate a team	C
BSBLDR414	Lead team effectiveness	E
BSBLDR411	Demonstrate leadership in the workplace	C
BSBLDR413	Lead effective workplace relationships	C

Module 3 - Leading Business

Unit Code	Unit Title	Core/Elective
BSBOPS402	Coordinate business operational plans	C
BSBOPS401	Coordinate business resources	E
BSBCRT411	Apply critical thinking to work practices	E
SIRXCEG004	Create a customer-centric culture	E

Does the program have any prerequisites?

No qualifications are necessary to participate in this course.

- A high level of reading, writing, oral communication and numeracy skills to manage a team and complete the qualification, is required.
- As part of the enrolment process all applicants must complete a Skills Check to determine where you might need extra support with:
    - Discussing complex ideas and issues
    - Communicating to people in plain English
    - Writing complex reports
    - Maintaining Organisational policies and procedures
    - Undertaking independent research online or with other organisations
    - Managing budgets, analyse numerical information in charts, graphs and tables

To successfully complete this course, you also will require basic computing skills. This includes:

- Creating, saving and editing Microsoft Office documents.
- Accessing and searching the internet.
- Downloading and saving documents from websites.
- Uploading documents through websites.

For Cerebral Palsy Alliance employees the following pre-requisites apply

- Permanent full time or part time employee
- Completion of all CPA orientation and induction training as outlined in CPA's Learning Journeys.
- Approval from your manager

Do I get recognition for the certificates I have already studied?

Yes, you can apply for a credit transfer for units of competency you have already done.

You may also apply for recognition of prior learning (RPL) where you can demonstrate skills and knowledge you already have.

How will my course work be assessed?

You are required to complete a set of structured assessment tasks for each module you undertake. These tasks provide evidence that you have understood the training and applied it in the workplace. Satisfactory completion of all assessment tasks is required before a credential can be awarded.

This means that in order to attain the qualification, you need to do more than just attend the training. You will need to commit to personal study time to complete assessment the requirements.

Examples of the evidence typically requested from students as part of their assessment tasks include:

• Answers to knowledge-based questions and questions demonstrating application of the required knowledge
• Completion of case studies
• Tasks completed in consultation with your manager and team
• Research tasks completed in the work place and in your own time.

Upon graduation, you will be awarded with BSB40520 - Certificate IV in Leadership and Management

What is the cost?

The fees for your course will vary depending on your eligibility to receive government funding. Please contact us to discuss your application and the fees that would apply to you.

Please note: For Cerebral Palsy Alliance employees, your employer pays the student fee.
Please note our cancellation policy below.
* You may be eligible for funding provided by the NSW Government, in partnership with the Commonwealth Government. **Please enquire below**.

How long does the course take?

This course duration is approximately 10-12 months.

Where is the course held?

The face to face sessions are held at the Cerebral Palsy Alliance Ryde Learning Centre and the Cerebral Palsy Alliance Allambie Campus.

What else do I need to know?

• You will need access to a computer and the internet.
• Everyone undertaking a nationally recognised course Australia wide is required to have a Unique Student Identifier (USI). Your USI will link to an online account that will contain all your nationally recognised training records and results from 2015 on. You will need to supply your USI to us as your Registered Training Organisation.
For more information see www.usi.gov.au

How do I apply?

To apply for the BSB40520 Certificate IV in Leadership and Management please register below.

Need more information?

Contact: The Training Alliance Team
Email: training@cerebralpalsy.org.au
Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.