

AUG21  
RTOID#: 20855

## BSB40520 CERTIFICATE IV IN

# LEADERSHIP AND MANAGEMENT

(RELEASE 1)



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.

### DELIVERY

Online through our custom learning management system. Students will be actively supported and mentored through your studies and can access our training hub for further support.

### DURATION

Flexible study options with enrolments being valid for up to 12 months.

### EMPLOYMENT

Career Pathways within this industry include:

- Leading Hand
- Sales Team Coordinator
- Team Leader
- Shift Manager
- Site Manager

# UNITS OF COMPETENCY

Our program is structured with the following units of competency:

## SEMESTER ONE

BSBCRT411 Apply critical thinking to work practices  
BSBLDR411 Demonstrate leadership in the workplace  
BSBLDR413 Lead effective workplace relationships  
BSBOPS402 Coordinate business operational plans  
BSBXCM401 Apply communication strategies in the workplace  
BSBXTW401 Lead and facilitate a team

## SEMESTER TWO

BSBSTR502 Facilitate continuous improvement  
BSBTWK401 Build and maintain business relationships  
BSBWHS411 Implement and monitor WHS policies, procedures and programs  
BSBPEF401 Manage personal health and wellbeing  
BSBPEF502 Develop and use emotional intelligence  
BSBWRT411 Write complex documents

## ENTRY REQUIREMENTS

It is a government requirement that all students completing this course have a unique student identifier (USI). To commence this course students should register for a USI via [www.usi.gov.au](http://www.usi.gov.au)

Students will also require:

- Access to a computer, tablet or smartphone
- Personal email address
- Access to reliable internet connection
- Basic digital literacy skills
- Meet language, literacy and numeracy requirements
- PDF reader (for example Adobe Acrobat)
- Access to the MS Office suite (or equivalent)
- Motivation and capability to study course material and complete assessment activities

## GETTING STARTED

Give us a call on 1300 471 660, email us on [admin@keyinstitute.com.au](mailto:admin@keyinstitute.com.au) or visit our website [keyinstitute.com.au](http://keyinstitute.com.au) today.