



RTO Code: 2353

**asc**  
training and  
development

**BSB40520**

# Certificate IV in Leadership and Management



NATIONALLY RECOGNISED  
TRAINING

## Duration

12 Months

## Format

Live Virtual  
Classrooms

## Pre-Requisites

No

## Funding

Yes  
Traineeship

## Description

This qualification gives learners a wide range of practical supervisory and management skills to take back to the workplace including:

- Personal skill development in self-awareness, time management, goal setting and stress management
- Leadership and team development skills
- Strategies and tools to create business improvement opportunities
- WHS essentials all managers should know
- Tools for continuous improvement and innovation
- Operational planning
- Customer service strategies and processes
- How to give a professional presentation

## Format

Each training session date (Face to Face or LVC) is scheduled approximately 4-5 weeks apart

For each LVC, 2 x 90 minute sessions plus 1 x 60 minute session held on each training date scheduled

Face to Face session times will be advised on booking

Assessment tasks are completed between sessions

We recommend learners set aside 10-15 hours per assessment

## Prerequisites

There are no formal prerequisites for this qualification.

## Job Roles

This qualification is designed for people who are at the first line of management acting in a supervisory role and reporting to a manager. They provide leadership and guidance and take responsibility for a team.

## Graduate Outcomes & Opportunities

Completion of the CIV in Leadership and Management provides graduates with the skills and knowledge to step up into supervisory and leadership roles. For graduates currently in a leadership role this qualification will assist in potential advancement through the organisation.

## Future Pathways

Graduates can undertake the Diploma of Leadership and Management.

## Units

BSBCMM411 Make presentations

BSBHRM413 Support the learning and development of teams and individuals

BSBLDR411 Demonstrate leadership in the workplace

BSBLDR412 Communicate effectively as a workplace leader

BSBLDR413 Lead effective workplace relationships

BSBLDR414 Lead team effectiveness

BSBOPS402 Coordinate business operational plans

BSBPEF402 Develop personal work priorities

BSBSTR401 Promote innovation in team environments

BSBWHS411 Implement and monitor WHS policies, procedures and programs

BSBXC401 Apply communication strategies in the workplace

BSBXTW401 Lead and facilitate a team

## Qualification Rules

This qualification is made up of 12 units of competency based on the qualification packaging rules, located at [www.training.gov.au](http://www.training.gov.au).

Based on many years' experience working with a wide range of organisations, ASC T&D have customised this qualification to reflect key frontline management competencies.

## Investment

### Investment

\$3,950.

Nationally recognised training is GST free.

### Inclusions:

- continuous coffee, tea and morning tea are provided at sessions.
- course learning materials
- assessments
- certification upon successful completion