



trainwest
training your future

BSB40520 Certificate IV in Leadership and Management

Enquiry package



Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The Trainwest experience begins with the client's first contact which is based on excellent customer service offering flexible solutions to achieve your goals. The consistently high standards achieved by our team results from an absolute focus on professionalism, quality products and service and our ability to tailor our products to match our clients training requirements.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners, providing
a high quality training and assessment service to
individuals and across industry.**

BSB40520 Certificate IV in Leadership and Management



OVERVIEW: This program is designed to suit both existing managers and leaders (who wish to consolidate and build upon their leadership skills) as well as new and emerging supervisors and leading hands who wish to develop their leadership approach, advance their personal performance and improve team effectiveness for business success. It is aligned well to individuals who accept responsibility for their own performance, and provide leadership, guidance and support to others.

Team leaders and frontline managers are a vital link between employees and senior management in every organization. This qualification has been developed to provide you with the comprehensive skills you will need to lead, guide and support your own team while organizing and monitoring their workload.

Ideally, candidates for this program have some responsibility for organising and monitoring the output of their team. They analyse and evaluate information from a variety of sources, facilitating and engaging others in problem solving and decision making.



ENTRY REQUIREMENTS: There are no prerequisites requirements for individual units. However a reasonable level of reading and writing is required, as well as reasonable computer skills. To complete the assessment component of this course you will need to be working in or have access to a workplace where you can complete the workplace assessments. Students require a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate their own work or the work of a team.

PATHWAY INFORMATION:

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- » BSB30120 Certificate III in Business or other relevant qualification
- OR
- » with vocational experience in a supervisory role but no formal qualification.



DELIVERY STRUCTURE:

In-House training The BSB40520 Certificate IV in Leadership and Management can be delivered onsite. The course will be fully customised to suit the needs of the client. For information and pricing contact Trainwest.

eLearning: This course is available through self-directed learning. Please refer to page 9 of this enquiry pack.



ASSESSMENT REQUIREMENTS

The BSB40520 Certificate IV in Leadership and Management is competency based. You will have assessments to complete which will provide evidence that you have understood the training and applied it to the workplace.

ASSESSMENT METHODS

Students are required to complete assessment tasks for each module which typically include:

- » Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- » Completion of case studies
- » Completion of workplace projects
- » Third party reports from student's supervisors



REQUIRED RESOURCES

- » Trainwest will provide eLearning students with login details to the eLearning portal
- » A computer with Microsoft Word and internet connection is essential



SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone.

Each student has access to 30 minutes one on one coaching free of charge. Additional one on one coaching is available at an hourly rate for those who need it.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for this qualification.

RPL is an assessment based pathway and is suitable for those who already have the skills and knowledge in one or more of the areas which make up the BSB40520 Certificate IV in Leadership and Management and do not wish to undergo further training.

For those considering RPL please speak with the Trainwest Student Support team. The Student Support Team will make an initial assessment of suitability and discuss the RPL process before sending an application kit.

BSB40520 Certificate IV in Leadership and Management - eLearning

UNIT CODE	UNIT TITLE
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
BSBLDR412	Communicate effectively as a workplace leader
BSBOPS403	Apply business risk management processes
BSBPEF402	Develop personal work priorities
BSBSTR502	Facilitate continuous improvement
BSBPEF502	Develop and use emotional intelligence
BSBWHS414	Contribute to WHS risk management
BSBWHS412	Assist with workplace compliance with WHS laws

NATIONAL RECOGNITION



Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework.

If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

CERTIFICATION: Upon successful completion, participants will receive a Statement of Attainment towards or issuance of the full BSB40520 Certificate IV in Leadership and Management



INVESTMENT

Module Name	Cost
Self-directed learning eLearning	\$ 2200
Recognition of Prior Learning (RPL)	\$ 2000
Per individual unit	\$300

PAYMENT PLAN: All clients have access to Trainwest's interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

Please refer to the Student Information Handbook for more Fee information including our Refund Policy and procedure.