

Certificate IV in Leadership and Management (BSB40520)

Our **Certificate IV in Leadership and Management** helps emerging leaders and managers develop the skills to assume responsibility for their own performance and provide leadership, guidance and support to others. We offer flexible delivery options for your convenience.

12 units: 5 core units + 7 elective units

SAMPLE TRAINEESHIP OVERVIEW

	UNIT OF COMPETENCY		
DAY 1	BSBLDR411	Demonstrate leadership in the workplace	Core
DAY 2	BSBCMM411	Make presentations	Other
DAY 3	BSBWHS411	Implement & monitor WHS policies, procedures & programs to meet legislative requirements	Elec A
DAY 4	BSBWRT411	Write complex documents	Elec B
DAY 5	BSBXCM401	Apply communication strategies in the workplace	Core
DAY 6	BSBPEF402	Develop personal work priorities	Elec A
DAY 7	BSBOPS402	Coordinate business operational plans	Core
DAY 8	BSBXTW401	Lead and facilitate a team	Core
DAY 9	BSBSTR401	Promote innovation in team environments	Elec A
DAY 10	BSBOPS403	Apply business risk management processes	Elec A
DAY 11	BSBLDR413	Lead effective workplace relationships	Core
DAY 12	BSBPEF401	Manage personal health and wellbeing	Elec A

- Elective units may be negotiated to meet student/employer needs.
- Student support needs, including LLN and digital capacity & recognition/credit transfer will be reviewed and applied on enrolment.
- This course is not fully completed in class. Students must be willing to undertake additional workplace learning and/or self-directed study to complete the course.

New entrants are fully funded under the NSW Government Smart & Skilled Program. Existing workers will need to pay a commercial fee.

Find out more via the link:
https://www.training.nsw.gov.au/apprenticeships_traineeships/employers/funding.html

