



BSB40520 Certificate IV in Leadership and Management

The must-have qualification for all workplace supervisors, team leaders and managers

This qualification develops the skills to lead small teams and supervise business/operational units. The qualification is suitable for people working in the Aged Care and Community Services sectors.

Frontline managers, supervisors and team leaders provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

Learn from our expert team!

Government subsidies may be available*



Talk to us about this career making opportunity today!

E IRTAcademy@irt.org.au **T** 134 478 www.irtacademy.org.au

Registered Provider Number: 90456

* Subject to availability and student eligibility. Visit <https://smartandskilled.nsw.gov.au> and <https://www.skills.act.gov.au/skilled-capital> for more information.

Course Description

This qualification is a good fit for developing and emerging leaders and managers in a range of workplaces. As well as assuming responsibility for your 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.

Entry Requirements

There are no entry requirements or pre-requisites for this course.

Course Delivery/Duration

The course will be delivered over a 12 month period including:

- Virtual trainer led workshops alternating with;
- Trainer supported, self-directed learning activities
- Web resources
- Workplace based learning activities
- Practical face to face sessions including roles plays and simulated activities.

You will be provided with:

- Student learning resources
- Student guides.

You will need to have access to a computer and have basic computer skills.

Course Structure

Core units

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

Elective units*

BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBSTR502	Facilitate continuous improvement
BSBCMM412	Lead Difficult Conversations
BSBOPS403	Apply business risk management processes
BSBOPS404	Implement customer services strategies
BSBPEF402	Develop personal work priorities

*** Electives are subject to change

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