

# FACT SHEET

## Certificate IV in Leadership and Management

### BSB40520



The National Finance Institute

National Provider Number: 31203



#### **What is this course?**

Our Certificate IV in Leadership and Management course is designed for people moving into supervisory positions or those who have developed supervisory experience and want formal recognition of their skills and knowledge. The course is offered through the flexibility of 100% online learning although we do offer printed manuals as an option to accompany online access. This introductory management qualification is relevant across a wide variety of industries and you have the option of enrolling in all units or you can study one unit at a time. RPL is also available.



#### **Can I choose the Units I prefer?**

**12 Units** of competency are required to be completed in order to fulfil the qualification requirements, comprising of 5 Core Units and 7 Elective Units. 4 Elective units must be selected from the Group A units listed below. Plus, 3 Elective units should be selected from either Group A units or Group B units listed below. The Elective units that you choose should be relevant to your desired work outcome and industry requirements. Once you have chosen your preferred units, fill in the Unit Chooser Form on our website and email this to us.

#### **Core Units**

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

#### **Elective Unit choices:**

##### **Group A**

BSBCRT411	Apply critical thinking to work practices
BSBFIN401	Report on financial activity
BSBLDR412	Communicate effectively as a workplace leader
BSBLDR414	Lead team effectiveness
BSBLDR521	Lead the development of diverse workforces
BSBOPS403	Apply business risk management processes
BSBPEF402	Develop personal work priorities
BSBSTR401	Promote innovation in team environments
BSBSTR502	Facilitate continuous improvement
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs

##### **Group B**

BSBCRT412	Articulate, present and debate ideas
BSBOPS401	Coordinate business resources
BSBOPS404	Implement customer service strategies
BSBOPS405	Organise business meetings
BSBPEF401	Manage personal health and wellbeing
BSBPEF502	Develop and use emotional intelligence
BSBPMG430	Undertake project work
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBWRT411	Write complex documents
SIRXCEG004	Create a customer-centric culture

Phone:  
**1300 765 400**

Fax:  
07 3822 6003

Email:  
enquiries@financeinstitute.  
com.au

Post:  
PO Box 1354, Capalaba  
Business Centre Qld 4157

***Do I need to complete the study units in a certain order?***

You can complete the 12 Units in any order you prefer. We do recommend that you complete the 5 core units listed first.

***Is the course nationally recognised?***

Yes, the BSB40520 Certificate IV in Leadership and Management is recognised under the Australian Quality Training Framework and is delivered by The National Finance Institute as a Registered Training Organisation (RTO), national provider number 31203.

***What are the entry requirements / pre-requisites?***

Sufficient written and verbal English language skills and basic keyboard or word processing skills will be helpful. You may or may not have already had some experience in leading or supervising a team. There are no formal pre-requisites for this qualification.

***What qualification could I continue with after I complete this course?***

From this qualification you could progress up to the BSB50420 Diploma of Leadership and Management and some of your Certificate IV units would be recognised which would reduce the number of topics required for the Diploma.

***When can I start the course?***

Commencement via Online E-learning can commence at any time you desire. Simply complete the Enrolment Online process to get started. Once we have your details and your completed Unit Chooser Form, your login details will be forwarded by email within 48 hours (usually same day). Our Online E-learning students access their course units via our dedicated 24/7 online e-learning platform.

***What materials/equipment do I need?***

Access to a computer is required with Word Processing software of some kind. There are no text books required. As you cannot print the course content from the portal, Online students have the option of ordering the hard copy of the training units at an additional cost of \$30 per unit plus postage.

***What is the assessment process?***

There is no requirement for any face-to-face assessment or supervision. The assessment tasks are all provided online, to be completed after you have studied each section within the unit. Assessment activities include what we refer to as Knowledge Questions and these are followed by Projects. All of your assessments can be submitted through the online platform. Once you submit your assessments your allocated trainer/assessor will automatically be notified and will assess your online submission. If you are not graded as competent on your first submission, your trainer will provide feedback in order that you can resubmit your answer. Three attempts for each topic are available.

***How long will this course take to complete?***

When enrolling in the full qualification you are given a maximum of 12 months for the completion of your studies (your enrolment deadline). Trainees are also able to enrol into single units of competence ie. you can purchase and study one unit at a time. When enrolling into one unit at a time you are given a completion time of 3 months. Study can be completed at your own pace and before your due date.

***What career opportunities will it provide on completion?***

Job opportunities and their titles vary across different industry sectors. A possible job title relevant to this qualification is Team Leader, Supervisor, Assistant Manager or Manager.

***How much does the course cost?***

The full BSB40520 course via online e-learning mode is \$1,445. The Distance Learning package price is \$1,745.

This cost is fully inclusive of trainer support, assessment and certificate delivery. There is no GST component.

Discounts may be available for group enrolments.

Hard copies of individual units are available at \$40 per unit incl postage.

Postage is \$10 for an individual unit or \$30 for two or more units in the one package.

You may prefer to study one unit at a time which is \$139 per online unit or \$179 for online study with the printed manual provided. We also have a Payment Plan option for an additional one-off \$40 setup fee, with a maximum term of 4 mths.

***Are any subsidies available to assist with payment?***

Trainees registered with Centrelink may wish to check with their job service provider or direct with Centrelink as to whether assistance with course fees may be possible.

***Are there workshops for this course?***

This course is provided through online e-learning or in combination with printed material. It is not available through a face-to-face workshop. However you are allocated a trainer from the moment you commence so full support is available online, through our 'Messages' feature, as you require it.

***How will I be notified of my results?***

To pass an assessment task you must be given the status of "competent" by your trainer. This will occur after you have submitted the answers to the Knowledge Questions and Projects for each unit. You do not need to wait for any assessment to be marked before continuing on with your next unit. Once you have been graded as Competent for all units from this course, you will then be eligible to receive your qualifying Certificate. Certificates are issued by mail within 2 weeks of passing all units.

***What will I receive?***

Successful completion of all units entitles you to the nationally recognised BSB40520 Certificate IV in Leadership and Management qualification. A transcript of the unit competencies achieved will also be provided with the Certificate.

***Can I apply for RPL?***

Yes, for those who have relevant experience or who have completed other training, recognition of prior learning (RPL) is available. An RPL application form and further information is available on the NFI website under Forms or you can request RPL information be emailed, should you wish to apply. RPL fee is \$995. RPL may be combined with Credit Transfer and study of units for a maximum capped fee of \$1,445.

***How do I apply?***

Complete the Course Enrolment process through our website by clicking on the green "Enrol Here" button then choosing the BSB40520 course. In addition to the enrolment questions, we will need to know your choice of units, so please also forward the "Unit Chooser" form. You will then receive an email confirming that we have received your enrolment. Your receipt for payment will be forwarded by email. Your login instructions to begin your studies will be emailed, so you can start your study as soon as possible.

***Can I speak to someone about the course?***

Yes, certainly. Please call us on 1300 765 400 – we'd be delighted to hear from you. Alternatively, you will find more about us on our website at [www.financeinstitute.com.au](http://www.financeinstitute.com.au).