



**BSB40520**

# CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their 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.

They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

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## Target Group

This qualification is aimed at individuals who are working in, or aspiring to work, in supervisory roles. Fully customised in-house Management and Leadership Programs are available.

## Entry Requirements

- Working in, or aspiring to work in, a supervisory role
- Solid language, literacy and numeracy skills
- Computer literacy
- Access to a computer and internet.

## Cost

**Non funded price:** \$4,200  
**RPL Delivery:** \$250 per unit  
*Payment Plan options available*

## Method of Delivery

- Facilitated virtual delivery (Zoom)
- Supported distance online delivery
- Recognition of prior learning (RPL)

## Duration

6-18 months.

## Outcome

**Nationally Recognised Qualification**



NATIONALLY RECOGNISED TRAINING

RTO Code: 51586

[www.minetrainingaustralia.edu.au](http://www.minetrainingaustralia.edu.au)

# CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

## ABOUT THE PROGRAM

This program prepares individuals with the core competencies required for effective management and leadership.

## PROGRAM STRUCTURE AND CONTENT

### BLOCK 1: MANAGING YOURSELF & OTHERS

- BSBPEF402 – Develop Work Priorities
- BSBLDR522 – Manage People Performance
- BSBOPS405 – Organise Business Meetings

*#Post workshop study required.*

### BLOCK 2: LEADING TEAMS THROUGH CONTINUOUS IMPROVEMENT

- BSBXTW401 – Lead and Facilitate a Team
- BSBLDR411 – Demonstrate Leadership in the Workplace
- BSBSTR502 – Facilitate Continuous Improvement

*#Post workshop study required.*

### BLOCK 3: CRITICAL THINKING, OPERATIONAL PLANNING & COMMUNICATION

- BSBXCM401 – Apply Communication Strategies in the Workplace
- BSBOPS402 – Coordinate Business Operational Plans
- BSBCRT411 – Apply Critical Thinking to Work Practices

*#Post workshop study required.*

### BLOCK 4: APPLY BUSINESS RISK MANAGEMENT PROCESSES

- BSBOPS403 – Apply Business Risk Management Processes
- BSBPEF502 – Develop and Use Emotional Intelligence
- BSBLDR413 – Lead Effective Workplace Relationships

*#Post workshop study required.*

## DELIVERY METHODS

### FACILITATED VIRTUAL DELIVERY

Here at The Pivot Institute, we are leaders in the field with our own Pivot Online Learning System (POLS). Virtual face-to-face participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides students with the content, resources and assessment documentation necessary to complete the course. Participants will attend virtual classrooms with industry leading facilitators. Participants can start the course anytime and will be required to book in and attend sessions via Zoom. Printed workbooks, assessment documentation and all resources are provided and posted to students.

### SUPPORTED DISTANCE DELIVERY

Supported distance delivery participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides participants with all learning materials and resources to cover the content in the certificate. Printed workbooks, assessment documentation and all resources are provided and posted to students. Participants receive regular facilitator contact to support them throughout the duration of the course.

### RECOGNITION OF PRIOR LEARNING

RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.



NATIONALLY RECOGNISED  
TRAINING

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