

Certificate IV in Leadership & Management

Overview

The Certificate IV in Leadership & Management is aimed at new and emerging managers and leaders, or leaders with some experience looking to have their learning formally recognised and fill in skill gaps.

FTS has found that it works particularly well for staff that have been recognised for their performance and promoted internally into a leadership role, but would benefit from further development in their leadership and “soft” skills.

Leadership competencies covered in the course are applicable to a wide range of industries, and covers skills such as problem solving, communication, evaluation and analyse, and of course, general leadership skills.

Delivery and Structure

Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace-based projects throughout our assessment tasks.

Participants are encouraged to challenge their existing knowledge and extend their boundaries whilst they expand their skill base.

To successfully attain the BSB40520 Certificate IV in Leadership & Management, students are required to complete a total of twelve (12) units of competency, comprising of:

Certificate IV in Leadership & Management

- 5 core units
- 4 Group A Electives
- 3 units from Group A or Group B and/or
- up to 2 Imported units from Certificate IV Level or above

BSB40520 Certificate IV in Leadership & Management



Duration:

This course is typically delivered over 9-24 months



Delivery Mode

Formal Delivery →

Mentoring →

Workplace Learning →

Projects:

We believe that to get the most out of a training program, training should be applicable to the trainee’s job role. Projects directly impact and relate to your business



Workplace mentors:

A workplace mentor will be assigned from within your business. This ensures that knowledge and skills are reinforced throughout the program.



Formal Sessions

Workplace-based
- face to face
- online
- correspondence
- blended

As needed

Individual or group coaching sessions

Application workplace based

Continuous

Self paced
Workbook or online
Shadowing and observation
On-the-job project facilitation and assessment

This nationally recognised qualification is delivered by Flexible Training Solutions RTOID 6333. It provides skills and knowledge to the industry standard. We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

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The Certificate IV in Leadership & Management is more targeted than the Certificate IV in Business. The below list covers the generally available units for the qualification, though there are further possibilities available using Import units.

If there is something you're wanting to include in the course that isn't listed, please reach out via the contact details below or using the form on our website and we'll see how we can make that work. Please note that not all of our trainers can deliver all units and for some units choice of delivery method may be limited to online/correspondence as a result.

Core Units (complete all)

BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBXCMA01	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team

Group A Electives (choose min. 4)

BSBCMM412	Lead difficult conversations
BSBCRT411	Apply critical thinking to work practices
BSBLDR412	Communicate effectively as a workplace leader
BSBLDR414	Lead team effectiveness
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 Electives (max. 3)

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
BSBPEF403	Lead personal development
BSBPEF502	Develop and use emotional intelligence
BSBPMG430	Undertake project work
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBWRT411	Write complex documents

Common Import Units (max. 2)

BSBCMM411	Make presentations
BSBSTR402	Facilitate continuous improvement

This training is subsidised by the NSW Government, wherever the applicant is eligible under the guidelines for various programs.

Please ask us or visit the link below for more information on NSW Government-funded opportunities.

<https://www.nsw.gov.au/education-and-training/vocational/funding>

For more information contact us directly, or visit us online

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TRAINING

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