

BSB40520

**CERTIFICATE IV**

# *in Leadership and Management*

As a new manager, you will build the fundamental skills and knowledge required to develop as a leader across a range of workplaces and industries.

You will learn to effectively lead teams, manage communication, coordinate business plans, mentor others and devise creative solutions to problems.

You will gain the ability to assume responsibility for your own performance as a manager, as well as provide leadership, guidance and support to others.

## *Learning Outcomes*


Through this course, you will gain fundamental skills and knowledge to:

- Lead people and teams
- Manage communication
- Implement initiatives
- Coordinate operations
- Develop yourself as a manager

## *Career Opportunities*

Upon graduation, your newly acquired skillset means you could start your career as a:

- Coordinator
- Team Leader / Team Manager
- Supervisor / Line Manager
- Leading Hand



# Why choose ELC Career College?

As one of Australia's most established colleges, we know how to cater for all your needs.

- Over 35 years' experience teaching and supporting students, so you can feel confident you will be in good hands
- Ideal city centre location
- Large college premises with modern learning facilities and comfortable break out areas for eating, relaxing, socialising as well as quiet study
- Trainers highly experienced both in their area of expertise and teaching
- Courses custom-designed to focus on real-world career skills
- Unique methodology to keep you engaged and motivated
- Course package options for long-term study pathways
- Payment plans available to manage your budget
- Timetable options to suit your lifestyle



## *The experts in international education*

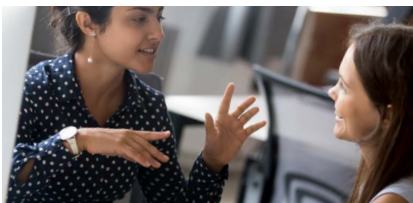
ELC Career College has earned a reputation for delivering quality tuition in English and vocational education for international students. We have strategies in place to make it easy for you to achieve your further study goals, including:

- Course units carefully selected for a global audience
- Extra support and practical tasks to help you understand your lessons
- Trainers specialised in teaching non-native English speakers

## *Focus on 21st Century skills*



All our courses are founded on the blend of 3 essential features



### **Workplace Communications**

The verbal and written communication skills needed to do your job effectively, create a positive impression and make an impact.



### **Business Competence**

The knowledge required to engage in, lead and manage the operations of a business.



### **Transferable Skills**

Skills highly valued by employers that will give you an edge in whatever job you do.

## Course Units

### Module A - Workplace relationships & communications

Unit Name	Unit Description
BSBLDR413 <b>Lead effective workplace relationships</b>	Learn to motivate and mentor staff and act as the bridge between management and your team. You will develop your skills in facilitating collaboration, managing conflict and relationships and communicating effectively to a range of audiences.
BSBOPS402 <b>Coordinate business operational plans</b>	Learn the entire process of implementing an operational plan from planning the required resources, identifying possible contingencies, monitoring productivity, and evaluating project success. Identify and use key performance indicators (KPIs) to assess performance and provide recommendations for improvement.
BSBXCM401 <b>Apply communication strategies in the workplace</b>	This unit will teach you to facilitate effective communication throughout your team. Learn to identify appropriate communication methods for various scenarios, build successful relationships with others and promote respectful communication with people from various backgrounds. Develop your ability to resolve communication challenges amongst team members.
BSBST401 <b>Promote innovation in team environments</b>	Explore opportunities to maximise innovation in your organisation, whether that be effective ways of working, delegation of responsibilities, or restructuring of tasks to staff's particular strengths. Learn how to encourage others to share new ideas to promote a creative and collaborative environment.

### Module B - Lead individual & team effectiveness

Unit Name	Unit Description
BSBLDR411 <b>Demonstrate leadership in the workplace</b>	This unit will help you take responsibility for the work and performance of others. Learn to develop plans for your team according to the organisation's objectives and establish key performance indicators (KPIs). Importantly, learn to model high standards of conduct and demonstrate organisational values.
BSBPEF401 <b>Manage personal health and wellbeing</b>	Recognise the signs and sources of strain on your physical and mental health and wellbeing and that of others within job roles and according to key performance indicators (KPIs). Research and develop a strategy for managing your own physical health and mental wellbeing.
BSBLDR414 <b>Lead team effectiveness</b>	Build your skills in various aspects of team leadership such as establishing objectives and work processes, involving members in planning and decision-making, providing consistent support, guidance and feedback to your team, and modelling expected behaviours and approaches.
BSBPEF402 <b>Develop personal work priorities</b>	As a leader, you need to be able to plan and prioritise your own tasks as well as obtain and action feedback on your personal performance. This unit will equip you with the skills and knowledge to develop and implement your work schedule according to your own responsibilities, as well as evaluate your performance.





### Module C - Business operations

Unit Name	Unit Description
BSBSUS411 <b>Implement and monitor environmentally sustainable work practices</b>	Develop your skills and knowledge to analyse current work practices and determine those that could be more environmentally sustainable. Learn how to implement new systems and monitor their effectiveness according to your efficiency targets.
BSBLDR412 <b>Communicate effectively as a workplace leader</b>	Communication is key to any leadership position. This unit will equip you with the skills to select appropriate methods of communication for various audiences and contexts, identify potential barriers to communication, as well as provide opportunities to clarify understanding of your message.
BSBXTW401 <b>Lead and facilitate a team</b>	This unit focuses on the teamwork skills required for successful leadership. You will learn how to identify team objectives, plan for contingencies, allocate tasks according to staff expertise, identify opportunities for cross collaboration, provide coaching to staff and measure team performance.
BSBOPS403 <b>Apply business risk management processes</b>	Learn to identify business risks and create solutions to unpredictable problems through analysis of information from a variety of sources. You will be equipped with the skills to establish control measures and assess the strengths and weaknesses of each, as well as implement effective risk treatments.





## Delivery Mode

 <p><b>Lecture</b></p> <p><b>5hrs/w</b></p> <p>Live lectures delivered by trainers with real life experience</p>	 <p><b>Tutorial</b> (Supported learning)</p> <p><b>1hr45/w</b></p> <p>Small classes focused on developing and practising key capabilities required for assessment</p>	 <p><b>Workshop</b> (Supported learning)</p> <p><b>6hr45/w</b></p> <p>Collaborative tasks aimed at applying skills and knowledge in simulated workplace conditions</p>	 <p><b>Self-paced</b> <b>online learning</b></p> <p><b>6hr30/w</b></p> <p>Structured activities available from our e-learning platform, designed to reinforce skills acquisition</p>
On campus			Online

## Timetable

Time	Wednesday	Friday
2:45pm - 4:30pm	Tutorial	Workshop
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Workshop

NB: Timetable subject to change.

## Resources

Our resources are carefully developed to meet the needs of international students: they include extra support and practical tasks to help you understand the content clearly. All course materials and workbooks are available to download for free from your e-learning platform.

## Assessment

You will be assessed through a combination of assessment types such as written assignments, case studies, reports, group tasks, portfolios and presentations. You must successfully pass all units to complete the qualification.

## Program Dates

This qualification is delivered over **3 terms** of **9 weeks**.

Your exact enrolment and break lengths depend on your start date, as detailed below:

		COURSE START DATE	COURSE END DATE	STUDY WEEKS	SCHEDULED BREAKS	TOTAL ENROLMENT LENGTH
CHOOSE BETWEEN 8 INTAKES IN 2025	January	28 Jan 2025	12 Sept 2025	27 weeks	6 weeks	33 weeks
	*February	24 Feb 2025	31 Oct 2025	27 weeks	9 weeks	36 weeks
	April	22 Apr 2025	5 Dec 2025	27 weeks	6 weeks	33 weeks
	*May	19 May 2025	20 Feb 2026	27 weeks	13 weeks	40 weeks
	July	14 July 2025	27 Mar 2026	27 weeks	10 weeks	37 weeks
	*August	11 Aug 2025	15 May 2026	27 weeks	13 weeks	40 weeks
	October	7 Oct 2025	19 June 2026	27 weeks	10 weeks	37 weeks
	*November	3 Nov 2025	7 Aug 2026	27 weeks	13 weeks	40 weeks

\*The February, May, August and November intakes are mid-term intakes, with a mid-term course end date.

## Entry Requirements

<b>Age</b>	Be aged 18 years or over
<b>Academic</b>	Successful completion of Australian Year 12 or international equivalent
<b>English Level</b>	IELTS proficiency level of 5.5 or above or equivalent

Note that students are expected to bring their own laptop or tablet for home and classroom use

## Package Options

Most of our students choose to enrol into 2 or more courses, packaged up in 1 student visa:



### Need English?

Study at our English school, English Language Company



### Aiming higher?

This course is the ideal foundation for the Diploma of Leadership and Management



### Want to mix and match?

You can combine this course with other qualifications in Business or Project Management



## Get social with us



@elccareercollege

## Interested?

To enrol, ask us questions or learn more about our wide range of programs, multiple package options, unique methodology, trainers' experience, welcoming premises, modern facilities or latest promotions, head to our website:  
[www.elc.edu.au/vocational/](http://www.elc.edu.au/vocational/)

**Already in Sydney?** Come in for a campus tour with one of our friendly course advisors: we are ideally located in the heart of Sydney, across the road from Town Hall station!



BSB40520 Certificate IV in Leadership and Management (AQF – Level 4) is a nationally recognised qualification under the Australian Qualifications Framework (AQF).

CRICOS course code: 103938D

ELC Career College Pty Ltd

RTO: 91721

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