SYDNEY CITY
COLLEGE OF MANAGEMENT
RTO CODE: 45203 | CRICOS PROVIDER CODE: 03620C

COURSE INFORMATION

www.sccm.edu.au

PARRAMATTA CAMPUS

SYDNEY CAMPUS

DARWIN CITY CAMPUS

ADELAIDE CAMPUS

BSB40520 - Certificate IV in Leadership and Management

COURSE CODE: BSB40520 I CRICOS CODE : 103993H

Delivery Mode

This qualification is delivered in a Blended Learning approach.
15 Hours/Week Face to Face and 5 Hours/Week Online Structured Self Study. Additional study is required to complete unsupervised, independent work in your own time.

Course Duration

39 weeks (30 Academic Weeks + 9 Weeks Holidays)

Fees Information

Tuition Fees: AUD 8,100
Enrollment Fee: AUD 250
Material Fee: AUD 350
Total Course Cost: AUD 8,700

Campus Location

Parramatta Campus: Level 2, 17 Macquarie St, Parramatta NSW 2150

The BSB40520 Certificate IV in Leadership and Management 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 are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.

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

The latest release of the qualification and packaging rules can be found at the following link:

https://training.gov.au/Training/Details/BSB40520

Licensing/Regulatory Information
No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Certification

After completion of this course and all assessments, you will be issued with the Nationally Recognised Qualification BSB40520 Certificate IV in Leadership and Management.

A Statement of Attainment will be issued to students who partially complete this course.

Course Entry Requirements

• be at least 18 years of age and have completed Year 12 or equivalent
 • participate in a course entry interview to determine suitability for the course and student needs
 • have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 • Educated for 5 years in an English-speaking country; or
 • completed at least 6 months of a Certificate IV level course in an Australian RTO; or
 • successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Student Support

All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:
- Academic and personal support.
- Referral to external support services.

Assessment Strategies

Students are provided with assessment resources at the commencement of each unit of competency, along with learning resources.

The assessment resources set out the range and types of assessment tasks that will be used for the unit.

Each unit will comprise of number of assessment tasks which may include short written knowledge tests; discussions; compiling portfolio of evidence; projects; case studies; research; written reports; participating in practical activities such as demonstrations, roleplays and presentations.

To perform at your best, you will probably need to work on the assessments outside of class time.

Credit Transfer

If a Student has an Australian VET qualification and the units are equivalent to the units delivered, the Student will be granted a Direct Credit Transfer.

Qualified trainers/assessors will manage this process following our Student Credit Transfer and Recognition of Prior Learning policy and procedure. This sets out how the process is administered and the adjustment to course duration and course fees.

Course Structure

To be awarded this qualification, competency must be demonstrated in 12 units of competency, consisting of 5 core units and 7 elective units.

Policies and Procedures

SCCM adopts and follows policies and procedures that treat all students fairly and equitably following all relevant legislation. For more information, please visit https://sccm.edu.au/current-students/resources/

Recognition of Prior Learning (RPL)

Students who have completed relevant studies or have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application for RPL can be made with the initial application or can be made within two weeks of the course commencement using the RPL Application Form and by providing supporting documents. Qualified trainers/assessors will manage the RPL process.

Please note that RPL cannot result in an international student having less than a full-time load of study (20 hours per week) but can reduce the overall duration of the course and fees. See our Student Handbook and the Student Credit Transfer and Recognition of Prior Learning policy and procedure, for more information.

Pathways

Education Pathway:
Students who complete this course may wish to further their study into the Diploma of Leadership and Management or a range of Diploma qualifications.

Career Pathway:
Possible job roles relevant to this qualification may include:
- Supervisors
- Team Leaders or Assistants
- Coordinator
- Project Assistants
- Office Managers
- Sales Team Coordinator

UNITS OF COMPETENCY

BSBLDR411 Demonstrate leadership in the workplace (core)
BBLDR413 Lead effective workplace relationships (core)
BSBXTW401 Lead and facilitate a team (core)
BSBXCM401 Apply communication strategies in the workplace (core)
BSBOPS402 Coordinate business operational plans (core)

SBINN301 Promote innovation in a team environment (elective)
BSBLDR412 Communicate effectively as a workplace leader (elective)
BBSBPEF401 Manage personal health and wellbeing (elective)
BSBCMM412 Lead difficult conversations (elective)
BSBSTR401 Promote innovation in team environments (elective)
BSBWHS411 Implement and monitor WHS policies, procedures and programs (elective)
BSBPEF502 Develop and use emotional intelligence (elective)
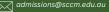BSBSTR502 Facilitate continuous improvement (elective)

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Sydney Campus : 02 8283 5920
Darwin Campus : (08) 8900 9683
Adelaide Campus : 0 2 8872 0435