

Certificate IV in Leadership and Management

Skills for Australia has recently published an updated version of the Business Services (BSB) Training Package, which includes a newer version of the Certificate IV in Leadership and Management.

Clause 1.26 of the Standards for Registered Training Organisations (RTOs) states:

- a) where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement...

The mapping information below and over page shows the relationship between your current course of study and the new qualification.

Qualification mapping		
	Superseded version	Replacement version
Training package	BSB Release 3, 27 September 2018	BSB Release 7, 19 October 2020
Qualification title	Certificate IV in Leadership and Management	Certificate IV in Leadership and Management
Code	BSB42015	BSB40520
Requirements	Students must complete 12 units: <ul style="list-style-type: none"> • 4 core units and • 8 elective units 	Students must complete 12 units: <ul style="list-style-type: none"> • 5 core units and • 7 elective units
Major changes	BSB4015 is superseded by and equivalent to BSB40520 Certificate IV in Leadership and Management <ul style="list-style-type: none"> • Updated packaging rules • New core units • Change to the number of core and elective units • Unit codes updated • Imported units updated 	

Teach out date

The teach-out period for this qualification has been [extended](#) to 18 months and will expire on **17 April 2022**. This is the date by which we must issue your qualification. You will need to have all assessment submitted at least one month prior to allow sufficient time for assessment, re-submission as/if necessary and processing to issue your qualification by this date.

Transition arrangements

1. If your expected completion date is **before** the end of the teach-out period, you should continue with your current enrolment and complete by the expected date.
 - o If, for any reason, you are unable to complete the course requirements by this date you will be issued with a statement of attainment for units achieved at that point.
 - o You may choose to enrol in the new qualification version. Fees will apply and will be calculated to reflect individual circumstances.
 - o Depending on the units you've completed, you will receive credit for **some** or **all** of these units in your new enrolment (see mapping advice over page).
2. If your expected completion date is **after** the expiry date for the qualification UNEP will automatically transfer your enrolment to the new version at no charge.
 - o The timing of your transfer will depend on individual circumstances.
 - o Depending on the units you have completed at this point, you will receive credit for **some** or **all** of these units in your new enrolment (see mapping advice over page).
 - o You **will** need to complete additional units to meet the requirements of the new qualification.

Mapping detail

The new qualification contains 5 core units and 7 elective units. Elective unit must be selected as follows:

- 4 units from Group A
- for the remaining 3 elective units:
 - up to 3 units may be selected from Groups A and B
 - if not listed, up to 2 units may be selected from a Certificate IV or above, from this or any other currently endorsed Training Package qualification or accredited course.

The matrix below shows the relationship between units in your current course of study (left hand column) and units in the new qualification (centre column). Students who transition to the new qualification can claim credit for equivalent units completed within the last five years that fall within the new packaging rules. Please call a member of the program team for further advice.

BSB42015 Certificate IV in Leadership and Management (superseded version)	BSB40520 Certificate IV in Leadership and Management (replacement version)		Unit mapping
	BSBXC401 Apply communication strategies in the workplace	Core	New unit. Full assessment required.
	BSBXTW401 Lead and facilitate a team	Core	New unit. Full assessment required.
BSBMGT401 Show leadership in the workplace	BSBLDR411 Demonstrate leadership in the workplace	Core	Updated and equivalent. Credit transfer
BSBLDR402 Lead effective workplace relationships	BBLDR413 Lead effective workplace relationships	Core	Updated and equivalent. Credit transfer
BSBMGT402 Implement operational plan	BSBOPS402 Coordinate business operational plans	Core	Updated with significant changes. Not equivalent. Gap assessment required.
BSBLDR401 Communicate effectively as a workplace leader	BSBLDR412 Communicate effectively as a workplace leader	Group A elective	Updated and equivalent. Credit transfer
BSBLDR403 Lead team effectiveness	BSBLDR414 Lead team effectiveness	Group A elective	Updated and equivalent. Credit transfer
BSBR401 Identify risk and apply risk management processes	BSBOPS403 Apply business risk management processes	Group A elective	Updated and equivalent. Credit transfer
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS411 Implement and monitor WHS policies, procedures and programs	Group A elective	Updated and equivalent. Credit transfer
BSBWOR404 Develop work priorities	BSBPEF402 Develop personal work priorities	Group A elective	Updated and equivalent. Credit transfer
BSBFIA412 Report on financial activity	BSBFIN401 Report on financial activity	Group A elective	Updated with significant changes. Not equivalent. Gap assessment required.
BSBCUS403 Implement customer service standards	BSBOPS404 Implement customer service strategies	Group B elective	Replaced. Not equivalent. Full assessment required.
BSBCOM401 Organise and monitor the operation of compliance management system	BSBAUD412 Work within compliance frameworks	Other elective	Replaced. Not equivalent. Full assessment required.
BSBMGT403 Implement continuous improvement	BSBSTR402 Implement continuous improvement	Other elective	Updated and equivalent. Credit transfer