

BSB40520 Certificate IV in Leadership and Management

Northcott version



Program Overview

unepartnerships

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BSB40520 Certificate IV in Leadership and Management - Version G1.0 Northcott

Published: Thursday, 26 October 2023

Program Overview developed by UNE Partnerships

UNE Partnerships Pty Ltd.

The Education & Training Company of the University of New England

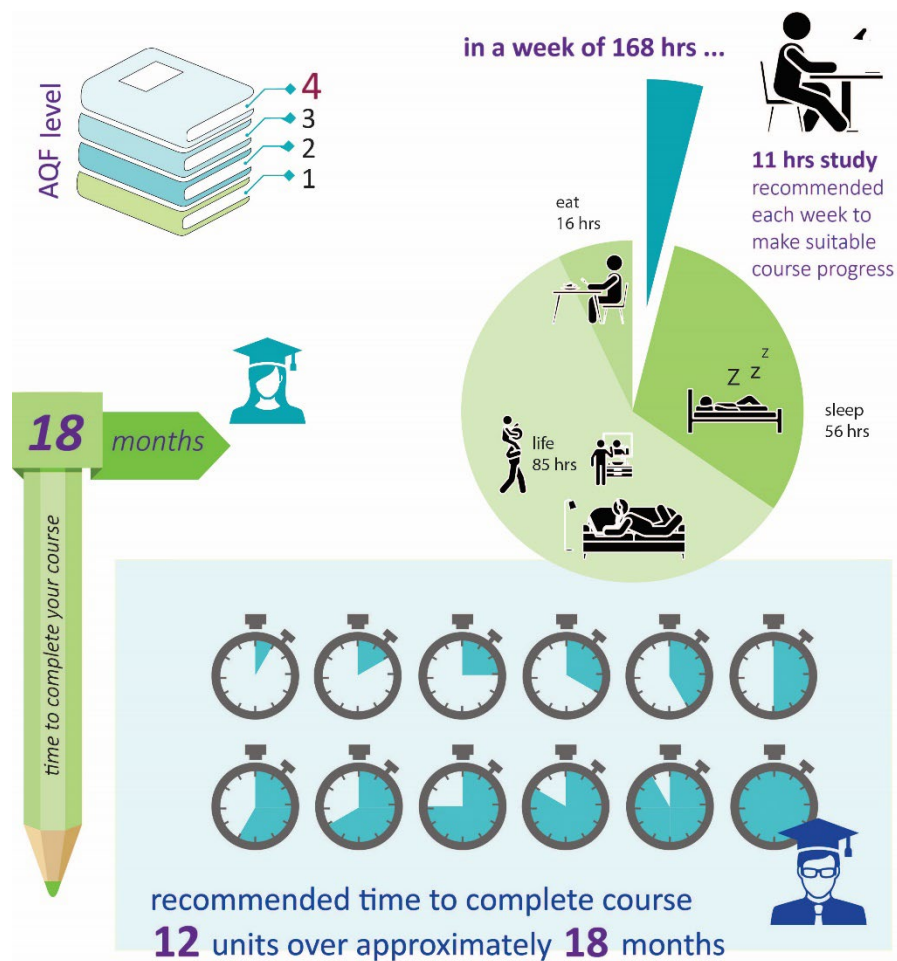
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Overview

Welcome

Welcome to the *BSB40520 Certificate IV in Leadership and Management*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

We are delighted you have joined this Certificate IV program. This qualification provides the skills and knowledge for 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.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000
Email: enquiries@unep.edu.au
Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education
Telephone: 02 6773 0000
Email: meg.michell@unep.edu.au

BSB40520 Certificate IV in Leadership and Management

Aim of the program

This qualification aims to equip participants with the skills and knowledge to work with teams and individuals and take responsibility for standards of work, conduct and influence on others, promote and develop teamwork to meet expected outcomes, and proactively work with management of the organisation.

Learning outcomes

On completion of the program you should be able to:

- develop and demonstrate own emotional intelligence and develop emotional intelligence in your team
- work with teams and individuals and take responsibility for standards of work, conduct and influence on others
- facilitate a continuous process of review and improvement and apply that process across all aspects of the organisation
- promote teamwork by developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation
- determine individual and team development needs and facilitate the development of the workgroup
- implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required
- Undertake project work
- identify risks and apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation
- develop and establish plans for scheduling and monitoring own work performance and feedback and learning opportunities.

Structure of the program

There are twelve (12) units of competency in this qualification and all must be successfully completed to achieve the *BSB40520 Certificate IV in Leadership and Management*. If you enrol in a Skill Set, or selected units from the qualification, successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

An outline of the structure for delivery and assessment is provided below.

The program is offered through a combination of self-directed online study and a series of webinars each of one-hour duration. The course will commence on 1 November 2023 and complete on 14 May 2025. An outline of the structure for delivery and assessment is provided below. Dates may be subject to change (notice of any changes will be sent should they occur).

Table 1: Course and study timetable

Unit/Course and Assessment tasks	Start date	Webinar focus (duration 1 hour)	Webinar date (approx. only)*	Assessment due date
BSBPEF502 Develop and use emotional intelligence	1/11/2023	Content	1/11/2023	
Task 1: Knowledge questions		Assessment guidance	22/11/2023	29/11/2023
Task 2: Recognising emotional strengths and weaknesses in others				6/12/2023
Task 3: Using emotional intelligence with the team.				13/12/2023
BSBLDR411 Demonstrate leadership in the workplace	8/01/2024	Content	10/01/2024	
Task 1: Short answer questions		Assessment guidance	24/01/2024	5/02/2024
Task 2: Organisational policies and procedures				12/02/2024
Task 3: Leading teams				19/02/2024
BSBPEF402 Develop personal work priorities	20/02/2024	Content	21/02/2024	
Task 1: Short answer questions		Assessment guidance	6/03/2024	12/03/2024
Task 2: Complete and communicate a personal work schedule				19/03/2024
Task 3: Planning for variations in personal work schedule				26/03/2024
Task 4: Monitor and review personal work priorities.				2/04/2024
CHCDIV001 Work with diverse people	3/04/2024	Content	3/04/2024	
Task 1: Knowledge quiz		Assessment guidance	24/04/2024	1/05/2024
Task 2: Knowledge quiz				1/05/2024
Task 3: Self-reflection				8/05/2024
Task 4: Respond to diverse social and cultural backgrounds				15/05/2024
BSBLDR413 Lead effective workplace relationships	16/05/2024	Content	22/05/2024	
Task 1: Knowledge questions		Assessment guidance	5/06/2024	06/06/2024
Task 2: Plan work tasks				13/06/2024

Unit/Course and Assessment tasks	Start date	Webinar focus (duration 1 hour)	Webinar date (approx. only)*	Assessment due date
Task 3: Facilitate work tasks				20/06/2024
Task 4: Review relationship management				27/06/2024
BSBXTW401 Lead and facilitate a team	28/06/2024	Content	03/07/2024	
Task 1: Knowledge questions		Assessment guidance	17/07/2024	19/07/2024
Task 2: Plan team outcomes				26/07/2024
Task 3: Support and coordinate team and individuals				02/08/2024
Task 4: Monitor team performance				09/08/2024
BSBXC401 Apply communication strategies in the workplace	10/08/2024	Content	14/08/2024	
Task 1: Knowledge questions		Assessment guidance	28/08/2024	31/08/2024
Task 2: Conduct discussion				7/09/2024
Task 3: Present information and facilitate meeting				14/09/2024
Task 4: Evaluate team communication				21/09/2024
BSBLDR412 Communicate effectively as a workplace leader	22/09/2024	Content	25/09/2024	
Task 1: Short answer questions		Assessment guidance	9/10/2024	13/10/2024
Task 2: Prepare for communication				20/10/2024
Task 3: Engage in communication				27/10/2024
Task 4: Review communication				3/11/2024
BSBOPS402 Coordinate business operational plans	4/11/2024	Content	6/11/2024	
Task 1: Knowledge questions		Assessment guidance	20/11/2024	25/11/2024
Task 2: Preparing the plan				2/12/2024
Task 3: Resourcing and assessing the plan				9/12/2024
Task 4: Develop, implement and monitor a plan				16/12/2024
BSBOPS403 Apply business risk management processes	17/12/2024	Content	18/12/2024	

Unit/Course and Assessment tasks	Start date	Webinar focus (duration 1 hour)	Webinar date (approx. only)*	Assessment due date
Task 1: Risk management		Assessment guidance	8/01/2024	14/01/2025
Task 2: Following risk management requirements				21/01/2025
Task 3: Risk management documentation				28/01/2025
BSBSTR502 Facilitate continuous improvement	29/01/2024	Content	29/01/2025	
Task 1: Leading and managing continuous improvement systems and processes		Assessment guidance	19/02/2025	12/03/2025
NAT11076002 Manage finance in the disability sector	13/03/2025	Content	13/03/2025	
Task 1: Knowledge questions			9/04/2025	17/04/2025
Task 2: Monitoring finances				24/04/2025
Task 3: Improving finances				1/05/2025
Course end date				14/05/2025
Finalise all marking and resubmissions 2 weeks				28/05/2025

*Webinar dates subject to Trainer availability

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *BSB40520 Certificate IV in Leadership and Management*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *BSB40520 Certificate IV in Leadership and Management* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 4 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Study workload

The nominal duration of your enrolment in the *BSB40520 Certificate IV in Leadership and Management* is 18 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 11 hours a week a week of self-directed workplace and individual study over the 18 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 18 months from enrolment to complete the *BSB40520 Certificate IV in Leadership and Management*. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.