

BSB40520 Certificate IV in Leadership and Management

Cheil



Program Overview

unepartnerships

Important disclaimer

The material contained in this course is for general information only and is not intended as advice on any of the matters discussed herein. No person or persons should act or fail to act on the basis of any material contained herein. Students and others should consult professional advisers about any matter affecting them. UNE Partnerships, its officers and employees, expressly disclaim all and any liability to any persons whatsoever in respect of anything done or omitted to be done by such persons relying, or to any persons for the effect of acts of others relying, on any of the information contained herein.

This course contains material on a wide range of subjects written by a number of authors. In bringing this information to students these authors provide interpretation and opinion on such material. These interpretations and opinions are not necessarily those of UNE Partnerships or other body teaching the course, nor is any interpretation or opinion necessarily in accord with any policy of UNE Partnerships.

The publisher is not engaged in rendering legal, accounting, professional or other advice services. The publishers and the authors, consultants and editors, expressly, disclaim all and any liability and responsibility to any person, whether a purchaser or reader of this publication or not, in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon the whole or any part of the contents of the publication. Without limiting the generality of the above no author, consultant or editor shall have any responsibility for any act or omission of any other author, consultant or editor.

© UNE Partnerships Pty Ltd.

This work is copyright. No part may be reproduced by any process without written permission from UNE Partnerships Pty Ltd.

Images sourced external to UNE Partnerships are available for commercial use and licence conditions have been documented and complied with.

BSB40520 Certificate IV in Leadership and Management – Cheil - Version Cheil1.0

Published: Monday, 16 January 2023

Program Overview developed by UNE Partnerships

UNE Partnerships Pty Ltd.

The Education & Training Company of the University of New England

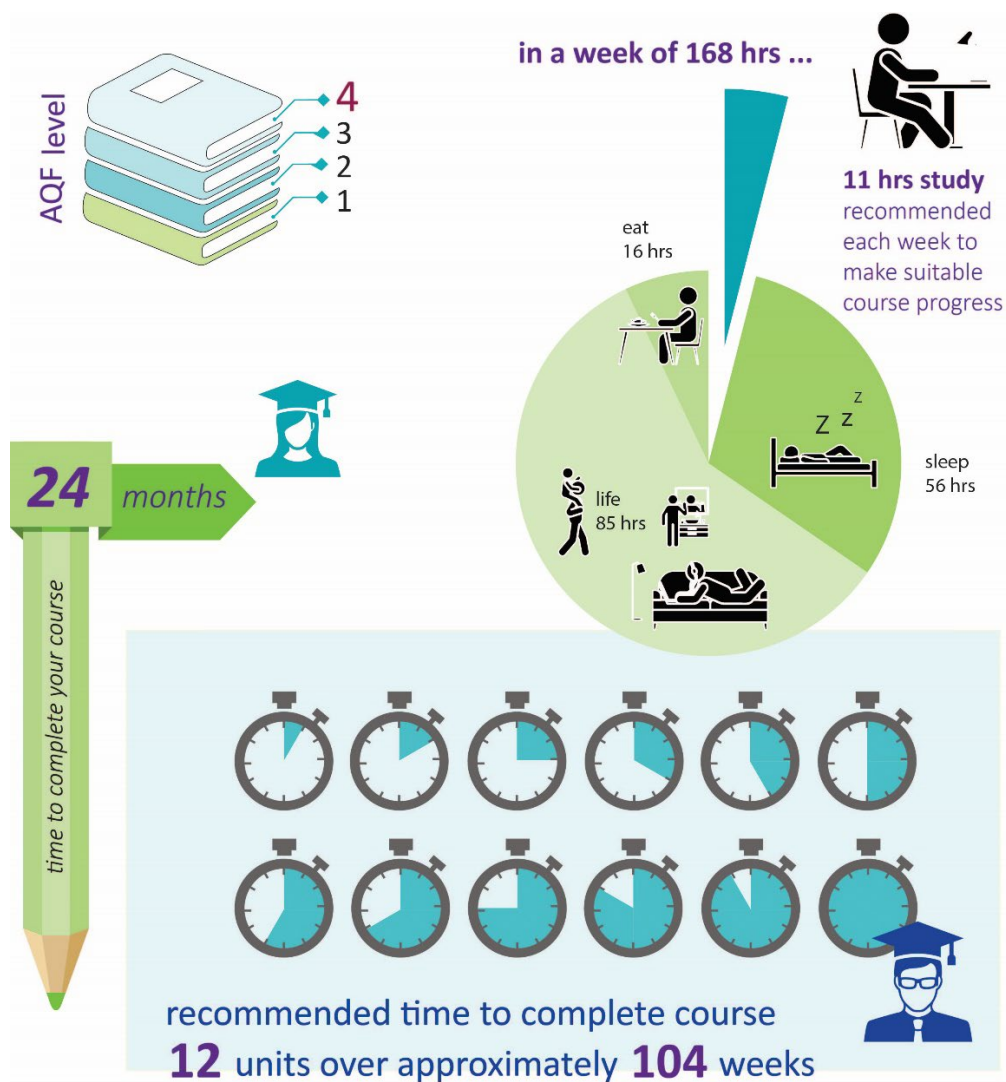
PO Box U199, University of New England NSW 2351

Telephone: (02) 6773 0000

ABN 74 003 099 125

Contents

- Overview 4
 - Welcome..... 4
 - Contact points..... 4
- BSB40520 Certificate IV in Leadership and Management 5
 - Aim of the program 5
 - Structure of the program..... 5
 - Accreditation and recognition 7
 - Study workload 7
 - Third party arrangements..... 7



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 that 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 organisation or project 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
- develop and implement workplace sustainability policies and modify policy to suit changed circumstances.

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 issue of a Statement of Attainment for those units completed.

The program is offered through online study and an outline of the structure for delivery is provided below. Details of the units of competency in which you are enrolled are available by clicking the links provided.

Table 1: Overview of course structure

Unit	Webinar	Date
BSBPEF402 Develop personal work priorities	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	12/01/2023 time to be advised 09/02/2023 time to be advised
BSBPEF502 Develop and use emotional intelligence	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	09/03/2023 time to be advised 06/04/2023 time to be advised
BSBPMG430 Undertake project work	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	04/05/2023 time to be advised 01/06/2023 time to be advised
BSBST502 Facilitate continuous improvement	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	29/06/2023 time to be advised 27/07/2023 time to be advised
BSBLDR411 Demonstrate leadership in the workplace	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	24/08/2023 time to be advised 21/09/2023 time to be advised
BSBLDR413 Lead effective workplace relationships	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	19/10/2023 time to be advised 16/11/2023 time to be advised
BSBXTW401 Lead and facilitate a team	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	11/01/2024 time to be advised 08/02/2024 time to be advised
BSBXC401 Apply communication strategies in the workplace	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	07/03/2024 time to be advised 04/04/2024 time to be advised
BSBTEC403 Apply digital solutions to work processes	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	02/05/2024 time to be advised 30/05/2024 time to be advised
BSBXBD403 Analyse big data	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	27/06/2024 time to be advised 25/07/2024 time to be advised
BSBOPS402 Coordinate business operational plans	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	22/08/2024 time to be advised 19/09/2024 time to be advised
BSBOPS403 Apply business risk management processes	<ul style="list-style-type: none"> • Introduction to unit (learning content) • Assessment guidance and coaching 	17/10/2024 time to be advised 14/11/2024 time to be advised

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 are 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 24 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 24-month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 24 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.