BSB40520 Certificate IV Leadership and Management

The Cairnmillar Institute (Cairnmillar) is a Registered Training Organisation (RTO) and provides Nationally Recognised Training (NRT). This means you can be assured that our training will provide you with a qualification that is recognised and respected across Australia.

Course Information

This 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.

What this course offers you:
- Tailored assessments and live tutorials to suit your career goals or current workplace challenges.
- Pay the same as Government funded programs.
- Self-paced learning and evening lecturers allowing you to master in-demand career skills without having to leave your day job.
- Direct pathway to Diploma of Leadership and Management.
- Designed and taught by experienced Health Service and Practice Managers.
- Small class sizes and in-depth discussions, allowing you to fully explore the subject areas.
- A supportive environment with a dedicated Lecturer Support Tutor.
- High-quality teaching and learning experience.

Units of Competency

Term 1	Term 2	Term 3	Term 4
BSBLDR411 Demonstrate leadership in the workplace	BSBXCM401 Apply communication strategies in the workplace	BSBSTR401 Promote innovation in team environments	BSBLDR414 Lead team effectiveness
BSBLDR413 Lead effective workplace relationships	BSBXTW401 Lead and facilitate a team	BSBLDR412 Communicate effectively as a workplace leader	BSBPMG430 Undertake project work
BSBOPS402 Coordinate business operational plans	BSBSTR502 Facilitate continuous improvement	BSBCMM412 Lead difficult conversations	BSBESB407 Manage finances for new business ventures

BSBLDR411 - Demonstrate leadership in the workplace
This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.
The unit applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These leaders have a strong influence on the work culture, values and ethics of the teams they supervise.

BSBOPS402 - Coordinate business operational plans
This unit describes the skills and knowledge required to implement operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required.
The unit applies to individuals who plan activities to achieve team and organisational objectives. At this level, work will normally be carried out within routine and non-routine methods and involve procedures that require planning, evaluation, leadership and guidance of others.

BSBPMG430 - Undertake project work
This unit describes the skills and knowledge required to undertake a minor project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.
The unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

BSBXCM401- Apply communication strategies in the workplace
This unit describes the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry.
This unit has a specific focus on the communication skills required for supervisor level workers with responsibility for other workers.

BSBSTR502 - Facilitate continuous improvement
This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.
The unit applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives. At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies

BSBSTR401 - Promote innovation in team environments
This unit describes the skills and knowledge required to identify and implement ways of promoting innovation within team environments in the workplace.
The unit applies to individuals who are team participants or team leaders responsible for playing a proactive role in demonstrating innovation in a formal or informal team environment.

BSBLDR413 - Lead effective workplace relationships
This unit describes the skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.
The unit applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. It applies in any industry or community context. At this level work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.

BSBXTW401 - Lead and facilitate a team
This unit describes the skills and knowledge required to effectively lead and facilitate a team in a workplace within any industry.
This unit has a specific focus on the teamwork skills required for team leader or supervisor level (depending on organisational structure) workers with responsibility for others or teams

BSBLDR414 - Lead team effectiveness
This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion.
The unit applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.

BSBLDR412 - Communicate effectively as a workplace leader
This unit describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up.
The unit applies to managers, supervisors and team leaders required to communicate with other persons within the workplace. Communication skills cover a range of methods and contexts within principally structured environments.

BSBCMM412 - Lead difficult conversations
This unit describes the skills and knowledge required to prepare, facilitate and lead difficult conversations.
The unit applies to individuals who may work as managers and leaders, and are required to lead difficult conversations in the workplace. They contribute well developed verbal and relationship building skills in having difficult conversations.

BSBESB407 - Manage finances for new business ventures
This unit describes the skills and knowledge required to implement and review financial management strategies, including by using new and emerging digital technologies and interpreting financial reports and other numerical data.
The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

Delivery

Students can enter the course at the beginning of each term – February, April, July and September. The course takes 12 months to complete in total and meets the requirements of a part-time program.

Students undertake the course through self-paced online learning across 10-week block periods. Each week includes one 90-minute live interactive session, from 4.30pm until 6pm and can be attended online or face-to-face at our Hawthorn East Campus, 391-393 Tooronga Road.

2024 Academic Calendar

Term	Weeks	Dates
1	10	5th February – 14h April 2024
Break	1	15th April – 21th April 2024
2	10	22th April – 30th June 2024
Break	2	1st July – 14th July 2024
3	10	15th July – 22nd September 2024
Break	1	23rd September – 29th September 2024
4	10	30th September – 8th December 2024

If you are granted extensions, special consideration, or additional reassessments then the course can take longer to complete.

Entry Requirements

Entrants will normally be 18 years of age or older, with a minimum education level of 10 or Certificate III, have work experience and have access to a workplace. Applicants must be proficient in English and be technologically literate, with sound ability using computers and online tools, as well as access to a laptop or home computer for research tasks.

Those applying who do not have a degree, may enter into a process in which they may be granted entry in recognition of previous experience where an equivalence of earlier learning or knowledge and skills gained through work or life experience, which can be assessed. Entrants will however be required to complete a language and numeracy test prior to commencement of the course.

It is also recommended that all learners have confidence using computers and online tools, as well as access to a laptop or home computer for research tasks.

When you apply to enrol, you must complete the online enrolment form, and supply the following documents with your online application:

- Evidence of highest qualification (e.g. academic transcript or ATAR documentation)
- A short written statement (500 words) about why you want to study this course
- Evidence of identity and citizenship status (e.g. passport)

The course or program leader can vary these entry standards where they have evidence that the student has equivalent learning and comprehension skills sufficient for the course. If you are unsure about your suitability or eligibility for this program, please contact pd@cairnmillar.edu.au to discuss your specific situation in more detail.

Assessments

Each unit of competency has an assessment workbook to help you complete all of the required tasks and evidence for the unit. You may be required to complete workplace observations, in class activities, in class tests, or other scheduled activity which will be detailed in your unit workbooks. Your teacher will talk through these activities with you on the first day of each term.

You have until the end of your enrolment period to finish and submit all of your workbooks for that term, but many activities are completed in class or at suggested times to help keep you on track with your learning.

Information about extensions, special considerations and alternative assessments can be found in your VET Student Handbook.

Contacts and Teachers

- Program Coordinator and Lead Teacher: To be confirmed.
- Lecturer Support Tutor: To be confirmed.
- Administration and Enrolment: Lana Winzar

All enrolment enquiries should be directed to pd@cairnmillar.org.au.
Contact details for our Trainers and Lecturer Support Tutor will be provided upon enrolment.

Resources

You will be provided with the following materials as part of your course:

- Learning Management System (Cairnmillar eLearn) access for course materials, videos, and additional resources.
- Unit workbooks - Always have your workbooks available during the weekly interactive sessions.

Important Links

Learning Management System (Cairnmillar eLearn): https://cairnmillar.e-learnme.com.au/
VET Student Handbook: Course Handbook

Tuition Fees

Tuition fees are paid on a term-by-term basis.

Teaching Period	Course Fees	Payment Due Date	Withdrawal Date
Term 1	$625	21 January 2024	9 February 2024
Term 2	$625	7 April 2024	26 April 2024
Term 3	$625	30 June 2024	19 July 2024
Term 4	$625	15 September 2024	4 October 2024

Total: **$2,500**

Withdrawals

Students need to withdraw by the first withdrawal date in order to pay no fees for this course, if you withdraw after the first withdrawal date only units for future terms will be refunded and removed from your record.

Please refer to the VET Student Course Handbook for more information on Tuition Fee Payments and Course Withdrawals.

Re-assessment Fees
You will normally be eligible for at least two attempts at any assessment in this course. Reattempts will normally be submitted during the feedback and assessment week at the end of the enrolment term.

If you need further attempts, then a re-assessment fee of $100 per assessment workbook may apply unless Special Consideration is approved for the re-attempt.

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