BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

COURSE GUIDE

2024

COURSE AT A GLANCE

BSB40520 Certificate IV in Leadership and Management

CRICOS Course Code: 115490K
Mode of delivery: Blended (Face-to-Face + Distance learning)
Location: Canberra
Duration: 52 Weeks

NATIONALLY RECOGNISED TRAINING

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.

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

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

WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is targeted at international students who are:

- Seeking to pursue a career in leadership and management.
- Seeking to enter a new industry sector.
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options may include a range of leadership and management roles in a range of industry areas. Further education pathways may include BSB50420 Diploma of Leadership and Management or a range of Advanced Diploma qualifications, as well as higher education qualifications in leadership and management.

What can I expect?

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Code	Title	Core or Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core

Code	Title	Core or Elective
BSBXTW401	Lead and facilitate a team	Core
BSBSTR401	Promote innovation in team environments	Elective Group A
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective Group A
BSBPEF402	Develop personal work priorities	Elective Group A
BSBOPS403	Apply business risk management processes	Elective Group A
BSBOPS405	Organise business meetings	Elective Group B
BSBCRT412	Articulate, present and debate ideas	Elective Group B
BSBOPS404	Implement customer service strategies	Elective Group B

TRAINING AND ASSESSMENT INFORMATION

- This course is delivered through face-to-face training and assessment.

- The timetable for this course will be advised in your Offer Letter and Student Agreement.

- You are required to attend classes for 14 hours per week, as well as complete 6 hours of structured self-study per week for 40 study weeks (4 terms of 10 weeks each). Holiday breaks are 12 weeks in total and the timing of these breaks will be advised in your timetable when you start your course.

- Face to face sessions include a mix of theory and practical activities with a focus on creating a real-life workplace.

- In addition to face-to-face training and assessment and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

- You will also need to complete assessments for this course which may include:
  - written questions
  - Projects
  - Presentations
  - Reports
  - Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also . areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.

COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

RESOURCE REQUIREMENTS

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC

	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS

	Minimum requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software	Associated costs	
Office 365	$129 annually	https://products.office.com/en au/buy/office
Laptop details	Associated costs	
Any laptop that meets the specifications above	$450 (approximate only)	Various

STUDENT SUPPORT

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs

COURSE CREDIT

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.ivbt.com.au.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

WHAT ARE THE ENTRY REQUIREMENTS?

Institute of Vision and Business & Technology has the following entry requirements:
You must:

- be at least 18 years of age and have completed the equivalent of Year 12.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 5.5 (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
- successful completion of an English Placement Test.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.

HOW CAN I APPLY

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate
- proof of English language proficiency as specified in the entry requirements.

HOW MUCH DOES IT COST

The costs for this course are as follows:

Course fees	Tuition fees: AUD $16,500
	Enrolment fee: $300
	Material fee: $800
Non-tuition fees	May apply and can be found in our International Student Handbook on our website at www.ivbt.com.au

Course fees do not include laptops or software – see information above.

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Institute of Vision and Business & Technology provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs.

WHERE TO FROM HERE?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Institute of Vision and Business & Technology International Student Handbook. This can be found online at www.ivbt.com.au

https://ivbt.edu.au/enrol-now/