Course Outline
BSB40520 Certificate IV in Leadership and Management
CRICOS Course Code: 105942C

KINGSWAY COLLEGE

NATIONALLY RECOGNISED TRAINING

Qualification Code and Title	BSB40520 Certificate IV in Leadership and Management
Training Product Status	V4.0 current as of 25/Jan/2022
Purpose	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.
Delivery Method	Classroom based
Location	G08 & G09 22 St Kilda Road, St Kilda, VIC 3182
Course Duration	52 weeks full time (40 weeks tuition + up to 12 weeks holidays)
Career Outcomes	Once you have successfully completed the BSB40520 Certificate IV in Leadership and Management you can apply for jobs within the business administration which may include: • Coordinator (Business Operations) • Warehouse Team Leader • Distribution Centre Supervisor • Supervisor • Line Manager • Leading Hand • Production Supervisor • Sales Team Manager • Team Leader • Frontline Sales Manager • Freight Administrative Supervisor
Education Pathways	The further study pathways available to students who undertake this qualification include: • BSB50120 Diploma of Business • BSB50420 Diploma of Leadership and Management • BSB50320 Diploma of Human Resource Management • Other Diploma qualifications in the Business Services Training Package
Pre-requisites	There are no pre-requisites for this qualification or any of the units of competency contained within it.
Entry Requirements	This course is available to students who are able to provide evidence that they: • have completed year 11 or equivalent, or • have completed a Certificate III or higher AQF Qualification or equivalent • are over the age of 18 • meet ONE the following English proficiency requirements of this course: o evidence of holding any of the following English language test scores or equivalent within the last 3 years

Test Type	Score or level
International English Language Testing System	5.5
TOEFL internet-based test	46

Cambridge English: Advanced (Certificate in Advanced English)	162
Pearson Test of English Academic (PTE Academic)	42
Occupational English Test	B for each test component

OR

o   be able to provide any of the following evidence of English Language competence
  - that they were educated for 5 years in an English-speaking country.
  - that they have successfully completed their Year 11 or equivalent in English Language.
  - Tertiary studies (including vocational education or higher education) of at least one year duration completed in English

Condition of Entry:

- For international students: it is a condition of entry that upon acceptance, students provide evidence of having an Australian Student Visa (subclass 500). Students are advised to refer to the following government website for information about applying: https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500

Units of Competency

The BSB40520 Certificate IV in Leadership and Management requires the completion of the following 12 units (including 5 core and 7 electives).

Course Code	Unit title	Type
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBLDR412	Communicate effectively as a workplace leader	Group A Elective
BSBLDR414	Lead team effectiveness	Group A Elective
BSBSTR401	Promote innovation in team environments	Group A Elective
BSBOPS403	Apply business risk management processes	Group A Elective
BSBPEF402	Develop personal work priorities	Group A Elective
BSBOPS405	Organise business meetings	Group B Elective
BSBWRT411	Write complex documents	Group B Elective

Intake Dates

Intake Commencement	Intake Completion
22 January 2024	19 January 2025
04 March 2024	02 March 2025
25 March 2024	23 March 2025
15 April 2024	13 April 2025
27 May 2024	25 May 2025
17 June 2024	15 June 2025
08 July 2024	06 July 2025
19 August 2024	17 August 2025
09 September 2024	07 September 2025
30 September 2024	28 September 2025
11 November 2024	09 November 2025
02 December 2024	30 November 2025

Holiday Periods

There is no training and assessment scheduled during the following holiday periods:
- 19 February 2024 - 3 March 2024
- 13 May 2024 - 26 May 2024
- 5 August 2024 - 18 August 2024
- 28 October 2024 - 10 November 2024
- 20 January 2025 - 2 February 2025
- 14 April 2025 - 27 April 2025

	• 7 July 2025 - 20 July 2025 • 29 September 2025 - 12 October 2025
Training Arrangements	There are 20 hours of scheduled class each week. Terms are arranged in blocks of 10 weeks and there are 12 weeks of holidays scheduled each year. Classroom training provides students with the opportunity to share ideas, discuss and explore unit concepts, ask questions, and consolidate their learning from self-study during class times. Class sessions are planned to ensure students participate in individual and group learning and cater for a wide variety of learning styles. **Self-study / Homework** Students will be required to complete up to 10 hours of self-study per week which will include reading, consolidating their knowledge and working on assessment tasks. Students will be provided with Learner Guides containing homework tasks for each unit of competency with recommended readings and links to additional information such as website links and links to videos to further develop their understanding of course content. Students will be required to discuss their homework findings with their trainer/assessor and/or other students in class where trainers/assessors can monitor the self-study students are completing outside of class hours.
Additional Support	All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an *Individual Support Plan* will be developed which may include: • Mentoring from trainers • Additional classes, tutorials and workshops • Online support and exercises for some courses • Computer and technology support • Referral to external support services • Reasonable adjustment to assessments Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.
Assessment Arrangements	Assessment will be conducted individually. You will be provided with a Student Assessment Booklet for each unit of competency which includes: • A full description of all assessment tasks for the unit of competency • Assessment instructions for each unit of competency • Assessment resources for each unit of competency • Details about when assessment will occur • Details about assessment submission There are a variety of assessment methods used for this qualification including: • Written questions • Projects • Case studies • Role Plays • Research • Reports You will be required to complete assessments in class and there may be a need for some work to be done as homework, however this is not expected to exceed 10 hours per week. You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be in person to the trainer/assessor or can be posted or delivered to the head office.
Course Credit	Kingsway College can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

	There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment. *Please refer to your Student Handbook for more information on Course Credit. As an international student you should note that where you are granted credit this will reduce your course duration and you will be informed of this in writing.
Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. Kingsway College has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course. During the entry process and interview stage Kingsway College will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence. A trainer/assessor will be available to assist you throughout this process. *Please refer to your Student Handbook for more information on RPL. As an international student you should note that where you are granted RPL this will reduce your course duration and you will be informed of this in writing.
Costs	**Tuition Fees:** $6,000 Students can choose to pay the total tuition fees via payment plan or with an optional upfront payment. **Payment Plan** • $1,500 payable prior to commencement of each term **Other Fees:** • Enrolment fee: $200 (non-refundable) • Material fee: $300 (non-refundable) **RPL Costs**: • Application Fee - $250 • Charge per unit of competency - $250 Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted. Nationally Recognised Training does not incur GST. Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met. *Please refer to your Student Handbook for our Fees and Refunds Policy.
Inclusions	Unless otherwise specified, course fees include all the training and assessment as well as required resources for students to achieve the qualification or course in which they are enrolling. **Additional charges apply if students require:** • Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of $50 per document plus the cost of postage if required • Additional copies of learning or assessment books. A fee of $20 per document applies if a replacement copy is needed. • Printing costs as may be required to complete assessments or homework activities, or if students require a copy of any records that Kingsway College holds about them. Kingsway College provides printing or copying for a cost of 20c per page, however students may use their own or other printing facilities. • Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, the student will need to re-enrol into the unit or units in question and will be charged a pro-rata course fee based on the number of units required to be undertaken. For this course the fee is $500 per unit of competency. **Other costs (not included) to be aware of:**

	• A personal laptop is required for use in class and for homework activities. • Stationery including paper and pens • USB or other portable storage device (recommended for saving files) • Internet access required to complete homework activities
Education Agents	Kingsway College has written agreements to work with Education Agents which agree to act ethically, honestly and in the best interest of overseas students and uphold the reputation of Australia's international education sector. Kingsway College publishes a list of its approved Education Agents to its website: www.kingswaycollege.vic.edu.au/agents For more information and guidance about working with agents generally, please refer here: https://www.studyinaustralia.gov.au/English/How-to-apply/Education-agents
Selection Process	You will be required to complete a language, literacy and numeracy (LLN) assessment to ensure that the course is suitable for you and that Kingsway College is able to meet your individual needs. The assessment includes a written test an interview to complete the verbal component of the test. If you meet all the entry requirements, your application will be accepted and you will be enrolled into the course. If you do not meet the entry requirements, we will not be able to accept your application. If you do meet all other the entry requirements but do not achieve the required level in your LLN assessment Kingsway College will (where possible) provide student support measures. Where this is not possible, you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.

How to apply	If you would like to enrol into the BSB40520 Certificate IV in Leadership and Management please contact our office to obtain an Enrolment Form.
	    Phone: +61 3 9240 5072
	    Email: info@kingswaycollege.vic.edu.au
	Please fill out all sections in the Student Enrolment Form and return to:
	    Post: G08 & G09 / 22 St Kilda Road, St Kilda VIC 3182
	Once we receive your completed forms, we will contact you to arrange an entry interview.

If you would like to discuss this course in more detail, please call us for a confidential discussion on +61 3 9240 5072.

This course outline should be read in conjunction with Kingsway College's Student Handbook.