

# Course Outline

## BSB40520 Certificate IV in Leadership and Management

CRICOS Course Code: 105942C



KINGSWAY COLLEGE

| <b>Qualification Code and Title</b>           | BSB40520 Certificate IV in Leadership and Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                |                                               |     |                           |    |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|-----------------------------------------------|-----|---------------------------|----|
| <b>Training Product Status</b>                | V4.0 current as of 25/Jan/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                |                                               |     |                           |    |
| <b>Purpose</b>                                | <p>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.</p>                                                                                                                                                                                                                                               |           |                |                                               |     |                           |    |
| <b>Delivery Method</b>                        | Classroom based                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                |                                               |     |                           |    |
| <b>Location</b>                               | G08 & G09 22 St Kilda Road, St Kilda, VIC 3182                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                |                                               |     |                           |    |
| <b>Course Duration</b>                        | 52 weeks full time (40 weeks tuition + up to 12 weeks holidays)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                |                                               |     |                           |    |
| <b>Career Outcomes</b>                        | <p>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:</p> <ul style="list-style-type: none"> <li>• Coordinator (Business Operations)</li> <li>• Warehouse Team Leader</li> <li>• Distribution Centre Supervisor</li> <li>• Supervisor</li> <li>• Line Manager</li> <li>• Leading Hand</li> <li>• Production Supervisor</li> <li>• Sales Team Manager</li> <li>• Team Leader</li> <li>• Frontline Sales Manager</li> <li>• Freight Administrative Supervisor</li> </ul>                                                                                                                                                                                                                          |           |                |                                               |     |                           |    |
| <b>Education Pathways</b>                     | <p>The further study pathways available to students who undertake this qualification include:</p> <ul style="list-style-type: none"> <li>• BSB50120 Diploma of Business</li> <li>• BSB50420 Diploma of Leadership and Management</li> <li>• BSB50320 Diploma of Human Resource Management</li> <li>• Other Diploma qualifications in the Business Services Training Package</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                |                                               |     |                           |    |
| <b>Pre-requisites</b>                         | There are no pre-requisites for this qualification or any of the units of competency contained within it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                |                                               |     |                           |    |
| <b>Entry Requirements</b>                     | <p>This course is available to students who are able to provide evidence that they:</p> <ul style="list-style-type: none"> <li>• have completed year 11 or equivalent, or</li> <li>• have completed a Certificate III or higher AQF Qualification or equivalent</li> <li>• are over the age of 18</li> <li>• meet ONE the following English proficiency requirements of this course: <ul style="list-style-type: none"> <li>○ evidence of holding any of the following English language test scores or equivalent within the last 3 years</li> </ul> </li> </ul> <table border="1"> <thead> <tr> <th>Test Type</th><th>Score or level</th></tr> </thead> <tbody> <tr> <td>International English Language Testing System</td><td>5.5</td></tr> <tr> <td>TOEFL internet-based test</td><td>51</td></tr> </tbody> </table> | Test Type | Score or level | International English Language Testing System | 5.5 | TOEFL internet-based test | 51 |
| Test Type                                     | Score or level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                |                                               |     |                           |    |
| International English Language Testing System | 5.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                |                                               |     |                           |    |
| TOEFL internet-based test                     | 51                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                |                                               |     |                           |    |



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|                                                                                                                                                | Cambridge English: Advanced (Certificate in Advanced English)                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 162                       |
|                                                                                                                                                | Pearson Test of English Academic (PTE Academic)                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 39                        |
|                                                                                                                                                | Occupational English Test                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1090                      |
|                                                                                                                                                | OR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |
|                                                                                                                                                | <ul style="list-style-type: none"><li>○ be able to provide any of the following evidence of English Language competence<ul style="list-style-type: none"><li>▪ that they were educated for 5 years in an English-speaking country.</li><li>▪ that they have successfully completed their Year 11 or equivalent in English Language.</li><li>▪ Tertiary studies (including vocational education or higher education) of at least one year duration completed in English</li></ul></li></ul>                           |                           |
|                                                                                                                                                | <b>Condition of Entry:</b> <ul style="list-style-type: none"><li>• 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: <a href="https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500">https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500</a></li></ul> |                           |
| <b>Units of Competency</b>                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                           |
| The BSB40520 Certificate IV in Leadership and Management requires the completion of the following 12 units (including 5 core and 7 electives). |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                           |
| <b>Course Code</b>                                                                                                                             | <b>Unit title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Type</b>               |
| 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          |
| <b>Intake Dates</b>                                                                                                                            | <b>Intake Commencement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Intake Completion</b>  |
|                                                                                                                                                | Monday, 5 January 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Sunday, 3 January 2027    |
|                                                                                                                                                | Monday, 26 January 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Sunday, 24 January 2027   |
|                                                                                                                                                | Monday, 16 February 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sunday, 14 February 2027  |
|                                                                                                                                                | Monday, 30 March 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sunday, 28 March 2027     |
|                                                                                                                                                | Monday, 20 April 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sunday, 18 April 2027     |
|                                                                                                                                                | Monday, 11 May 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Sunday, 9 May 2027        |
|                                                                                                                                                | Monday, 22 June 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Sunday, 20 June 2027      |
|                                                                                                                                                | Monday, 13 July 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Sunday, 11 July 2027      |
|                                                                                                                                                | Monday, 3 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sunday, 1 August 2027     |
|                                                                                                                                                | Monday, 14 September 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Sunday, 12 September 2027 |
|                                                                                                                                                | Monday, 5 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Sunday, 3 October 2027    |
|                                                                                                                                                | Monday, 26 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Sunday, 24 October 2027   |
|                                                                                                                                                | Monday, 7 December 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Sunday, 5 December 2027   |
| <b>Holiday Periods</b>                                                                                                                         | There is no training and assessment scheduled during the following holiday periods: <ul style="list-style-type: none"><li>• 16 March 2026 - 29 March 2026</li><li>• 8 June 2026 - 21 June 2026</li><li>• 31 August 2026 - 13 September 2026</li><li>• 23 November 2026 - 6 December 2026</li><li>• 28 December 2026 - 3 January 2027</li></ul>                                                                                                                                                                       |                           |

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|                                | <i>Important: These dates are subject to change. For final confirmation, please check directly with Kingsway College closer to the holiday periods.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Training Arrangements</b>   | <p>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.</p> <p>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.</p> <p>Class sessions are planned to ensure students participate in individual and group learning and cater for a wide variety of learning styles.</p> <p><b>Self-study / Homework</b></p> <p>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.</p> <p>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.</p> <p>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.</p>        |
| <b>Additional Support</b>      | <p>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 <i>Individual Support Plan</i> will be developed which may include:</p> <ul style="list-style-type: none"> <li>• Mentoring from trainers</li> <li>• Additional classes, tutorials and workshops</li> <li>• Online support and exercises for some courses</li> <li>• Computer and technology support</li> <li>• Referral to external support services</li> <li>• Reasonable adjustment to assessments</li> </ul> <p>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.</p>                                                                                                                                                                                                                                                                                                          |
| <b>Assessment Arrangements</b> | <p>Assessment will be conducted individually. You will be provided with a Student Assessment Booklet for each unit of competency which includes:</p> <ul style="list-style-type: none"> <li>• A full description of all assessment tasks for the unit of competency</li> <li>• Assessment instructions for each unit of competency</li> <li>• Assessment resources for each unit of competency</li> <li>• Details about when assessment will occur</li> <li>• Details about assessment submission</li> </ul> <p>There are a variety of assessment methods used for this qualification including:</p> <ul style="list-style-type: none"> <li>• Written questions</li> <li>• Projects</li> <li>• Case studies</li> <li>• Role Plays</li> <li>• Research</li> <li>• Reports</li> </ul> <p>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.</p> <p>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.</p> |
| <b>Course Credit</b>           | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            | <p>There is no charge to apply for Credit.</p> <p>To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>*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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Recognition of Prior Learning (RPL)</b> | <p>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.</p> <p>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.</p> <p>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.</p> <p>A trainer/assessor will be available to assist you throughout this process.</p> <p>*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.</p> |
| <b>Costs</b>                               | <p><b>Tuition Fees:</b> \$6,000</p> <p>Students can choose to pay the total tuition fees via payment plan or with an optional upfront payment.</p> <p><b><u>Payment Plan</u></b></p> <ul style="list-style-type: none"> <li>\$1,500 payable prior to commencement of each term</li> </ul> <p><b>Other Fees:</b></p> <ul style="list-style-type: none"> <li>Enrolment fee: \$200 (non-refundable)</li> <li>Material fee: \$300 (non-refundable)</li> </ul> <p><b>RPL Costs:</b></p> <ul style="list-style-type: none"> <li>Application Fee - \$250</li> <li>Charge per unit of competency - \$250</li> </ul> <p>Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted.</p> <p>Nationally Recognised Training does not incur GST.</p> <p>Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.</p> <p>*Please refer to your Student Handbook for our Fees and Refunds Policy.</p>                                                                                                                                                                                                                                                                                                               |
| <b>Inclusions</b>                          | <p>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.</p> <p><b>Additional charges apply if students require:</b></p> <ul style="list-style-type: none"> <li>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</li> <li>Additional copies of learning or assessment books. A fee of \$20 per document applies if a replacement copy is needed.</li> <li>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.</li> <li>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.</li> </ul> <p><b>Other costs (not included) to be aware of:</b></p>   |

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|                   | <ul style="list-style-type: none"><li>• A personal laptop is required for use in class and for homework activities.</li><li>• Stationery including paper and pens</li><li>• USB or other portable storage device (recommended for saving files)</li><li>• Internet access required to complete homework activities</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Education Agents  | <p>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: <a href="http://www.kingswaycollege.vic.edu.au/agents">www.kingswaycollege.vic.edu.au/agents</a></p> <p>For more information and guidance about working with agents generally, please refer here: <a href="https://www.studyinaustralia.gov.au/English/How-to-apply/Education-agents">https://www.studyinaustralia.gov.au/English/How-to-apply/Education-agents</a></p>                                                                                                                                                                                                                                                       |
| Selection Process | <p>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 and an interview to complete the verbal component of the test.</p> <p>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.</p> <p>If you do not 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.</p> |
| How to apply      | <p>If you would like to enrol into the BSB40520 Certificate IV in Leadership and Management please contact our office to obtain an Enrolment Form.</p> <p><b>Phone:</b> +61 3 9240 5072</p> <p><b>Email:</b> <a href="mailto:info@kingswaycollege.vic.edu.au">info@kingswaycollege.vic.edu.au</a></p> <p>Please fill out all sections in the Student Enrolment Form and return to:</p> <p><b>Post:</b> G08 &amp; G09 / 22 St Kilda Road, St Kilda VIC 3182</p> <p>Once we receive your completed forms, we will contact you to arrange an entry interview.</p>                                                                                                                                                                                                                                                                                                                                                                                          |

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.