RTO 21526

MONASH STUDENT ASSOCIATION

Training and Professional Development

Information Booklet

BSB40520

Certificate IV in Leadership and Management

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www.msatraining.edu.au

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MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs.

www.msatraining.edu.au

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.

MONASH STUDENT ASSOCIATION
Training and Professional Development

Monash Student Association (Clayton) Inc.
RTO No. 21526

Program Information

MSA Training and Professional Development works in collaboration with industry and training specialists to develop a program that is flexible and relevant to industry needs.

All courses are delivered as classroom-based courses and all sessions are held on our Clayton campus. Throughout your learning program you will cover a variety of knowledge and skills and be given activities and assessments to complete both within the classroom and at home.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

Contacts

Course enquiries:
Customer Service Officer
msa-monashtraining@monash.edu
03 990 53180

Group bookings:
Professional Development Officer
msa-monashtraining@monash.edu
03 990 51074

BSB40520 Certificate IV in Leadership and Management

Course description

The BSB40520 Certificate IV in Leadership and Management is a highly sought-after qualification for individuals working as developing and emerging leaders and managers.

This course will teach you how to take on responsibility as an individual as well as provide leadership and guidance to support others. Learn how to apply solutions to a defined range of problems and analyse and evaluate information from a variety of sources while monitoring the output of their team.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader
- Office Manager

Why study this course?

This course has been developed to provide skills and knowledge for:

- Communication
- Teamwork
- Problem-Solving
- Initiative and enterprise
- Planning and Organising
- Self-management
- Learning
- Technology

Where can I study this course?

This course is available at:

- On campus at Monash University Clayton
- Online via Zoom
- At your workplace – for private groups of 8 or more

Entry requirements

A suitable computer/laptop (a tablet/iPad will not be suitable) & stable internet.

It is advised that you have completed a Certificate III level qualification or equivalent however not necessary. Past work experience or a current job role in leadership or management is highly recommended.

You need to have average English reading and writing skills, or higher. You will need access to a computer and the internet

Students who are not confident using computers are welcome to enrol in one of the short computer courses provided by MSA Training and Professional Development.

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. For those with difficulty filling out the LLN form MSA Training and Professional Development offers a beginner's ESL and individual ESL classes. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you.

Assessment methods and requirements

Assessment will include trainers conducting observations while students are on placement, written knowledge questions, and classroom activities, role plays and projects.
Assessments are to be submitted to your trainer within 4 weeks of the unit/cluster.

Learners rights

Once the student commences the nominated course, MSA Training and Professional Development will deliver the Training Program using competency-based training principles and practices in accordance with the AQTF (Australian Quality Training Framework)

The Executive Officer is responsible to ensure that there are suitable arrangements to provide records of student outcomes to ASQA in the event that MSA Training and Professional Development ceases to operate. This will be provided via an AVETMISS report encompassing all activity data for the duration of MSATPD operation. If circumstances are such that MSATPD are not able to carry on operations, the RTO Director is to advise ASQA immediately of this decision and provide advice regarding impact on currently enrolled students. MSATPD has a responsibility to transfer these enrolments to another RTO with least disruption to individual students. On ceasing operations, MSATPD is to, facilitate currently enrolled students transfer to another RTO, issue these students with an appropriate refund for service not provided, and issue students with a Statement of Attainment based on completed units of competency.

Pathways

After achieving this qualification candidates may undertake a qualification at Diploma level (eg. Diploma of Leadership and Management) which would be a suitable training pathways and would support career progression.

Timetable

This nationally recognised course is 13 weekly sessions.
This timetable and the order of units is subject to change. Please speak to the office for more information or to confirm dates.

Class and study estimated times

Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Indicative nominal hours are a **guide only** and will depend on individual units of competency and time spent on classroom learning, private study, reading, research, group activities and working on assessments.

Estimated hours	
Pre-course reading and research:	2-4 hours
Total classroom (face-to-face) hours:	84 hours
Independent study/reading/research:	12.5 hours per week
Practical work placement:	Nil
Additional Support Days (face-to-face):	21 hours
Completion of assessments:	200

You have 4 weeks after each unit to hand in your assessment. Extensions granted for special circumstance applications only. (please see student handbook on how to apply. Fees may apply)

Course syllabus

This qualification contains 12 units of competency.

Unit of competency	What you will learn
BSBLDR411 – Demonstrate leadership in the workplace	• Prepare to demonstrate leadership • Align behaviour with organisational values • Model leadership behaviour
BSBLDR413 – Lead effective workplace relationships	• Prepare to lead workplace relationships • Lead workplace relationships • Review leadership
BSBOPS402 – Coordinate business operational plans	• Prepare to implement operational plan • Implement operational plan • Monitor operational performance • Review operations based on performance
BSBXCM401 – Apply communication strategies in the workplace	• Prepare for communication • Use communication strategies to provide work instruction • Facilitate workplace communication • Monitor and support team communication
BSBXTW401 – lead and facilitate a team	• Plan team outcomes • Coordinate teams and individuals • Support teams • Monitor team performance
BSBLDR412 – Communicate effectively as a workplace leader	• Prepare for communication • Engage in communication • Review communication

BSBPEF402 – Develop personal work priorities	• Plan personal work schedule • Implement personal work schedule • Review personal work schedule
BSBOPS403 – Apply business risk management processes	• Identify risks • Analyse and evaluate risks • Treat risks • Monitor and review effectiveness of risk treatments
BSBOPS404 – Implement customer service strategies	• Advise on customer service needs • Support implement of customer service strategies • Evaluate and report on customer service
BSBSTR401 – Promote innovation in team environments	• Identify opportunities to maximise innovation • Organise and agree on effective ways of working • Support and guide colleagues to promote innovation • Evaluate innovation ideas and promotion
BSBLDR414 – Lead team effectiveness	• Plan team outcomes • Promote team cohesion • Supervise team performance • Liaise with management
BSBSUS411 – Implement and monitor environmentally sustainable work practices	• Establish sustainable work contexts • Implement sustainable work practices • Monitor performance of sustainable work practices

Recognition of Prior Learning (RPL)

RPL is an assessment process that can give you an opportunity to gain formal recognition—i.e. a qualification or statement of attainment— for knowledge and skills you have attained through informal learning, work and life experiences. If you think you may be able to gain RPL for any of the BSB40520 units, please speak to us to request an RPL Information Handout. Note that RPL is a rigorous, evidence-based form of assessment so you will need to be able to supply evidence for any units for which you are applying for RPL.

RPL Applications must be completed prior to course commencement.

Credit Transfers (CT)

Credit Transfer is a process used to recognise qualifications and Statements of Attainment issued by any other RTO or TAFE. If you have successfully completed any of the units in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. Where credit transfer is granted you will be considered to have already successfully completed the unit(s), and will not have to participate in training or assessment activities for that unit(s). In determining where credit transfer may be granted, MSA Training and Professional Development must be confident of the currency of the applicant's knowledge. In fields where practice/technology is changing rapidly, credit transfer may not be granted where knowledge of unit(s) has dated.

MSA Training and Professional Development will recognise AQF qualifications and Statements of Attainment issued by any RTO.

CT Applications must be completed prior to course commencement.

Assessments

Assessments include written theory questions, reflective tasks, practical activities and hands-on tasks (eg. giving presentations in class). Wherever possible, the focus is on working with tasks and templates that are used in real-world situations in the workplace. For example, creating a session plan.

A timetable will be given out on the first day of class which will include assessment due dates. Please refer to the student handbook regarding Assessment and Extension Processes.

Materials

Students will need access to a computer with Microsoft Word, internet access and a printer for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about accessing a computer on campus.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class
- Laptop (optional but highly recommended). Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide. This will save you from having to do this at home. Please speak to us if you would like to borrow a laptop to use in class.

For online courses, you will need access to a computer which has video/audio capability, internet access and a web browser.

Learner manuals, assessment booklets and handouts will be provided throughout the course and are included in the cost of the course.

Studying online via Zoom

We are excited to announce that this course is now being delivered remotely online in real-time via Zoom. This is just like being in the classroom, with interaction and support from your trainer and engagement with your classmates, but all from the comfort and safety of home.

This is not a self-paced course. You will need to login at set dates/times as per your timetable and the class will be run 'live'.
Zoom is user-friendly and does not require any specialised software, just internet access. Zoom can also be used on smartphones/tablets by downloading the free Zoom app.

Fees

Government funding

This training is delivered with Victorian and Commonwealth government funding to eligible Victorian students under the State Government's Skills First program. Contact us to discuss your eligibility or more information can be seen here: https://www.skills.vic.gov.au/s/how-to-check-your-eligibility

	Government Funded				Non-funded			
	Full		Concession		Full		Concession	
Total nominal hours	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee
535	$0.90	$481.50	$0.18	$96.30	$6.17	$3,300.00	$5.54	$3,100.00

These fees are inclusive of all learning materials and assessments.
Course fees must be made prior to course commencement. Generally, $600 will be taken as a deposit for upfront payments, with the balance to be paid via a payment plan or Request for Invoice/purchase order (eg. If your employer is paying).

All enrolments are subject to our Refund/Transfer Policy, please refer to this policy in the Student Information Handbook and on our website for the relevant details.

Refunds and Transfers

Refer to the Refund/Transfer policy, which is listed on our website, regarding impacts on payment plans should you wish to withdraw, as once the course commences you will still be required to pay your fees in full, including any remaining instalments.

Austudy / Abstudy approved

This course is Austudy/Abstudy approved. This does not reduce the course fees but may entitle you to a payment from Centrelink that helps support students during their study. Please speak with Centrelink for application details and to check if you are eligible.

Additional fees

Item	Fee
Transfer fee	$50.00
Refund fee	$300.00
Re-Print of Certificate	$22.00
Assessment extension per unit per month	$30.00
Learner Guide replacement fee	Varies $5-$200 per hardcopy book.

Unique Student Identifier

You will need a USI before you train with us commencing from 1st January 2015. You need to apply only once for this number. You will need to provide it to us on enrolment. Store this number somewhere safe and each time you do training with us or another organisation that offers nationally accredited training you will need to supply this USI each time you register.

If you do wish to enrol with us you can find more information and create a USI at the following website. www.usi.gov.au

RTO Cessation

MSA Training and Professional Development is committed to ensuring that students have the best possible opportunities to complete their training qualification. Should MSA Training and Professional Development be directed by ASQA or the Department of Education and Training to transfer their students to another RTO, or where MSA Training and Professional Development is ceasing operations as an RTO, suitable arrangements will be made for all currently enrolled students to transfer to another RTO.

How to enrol

Due to COVID-19, we are no longer taking enrolment appointments at our office.
All enrolments are to be done online.

- Make sure you have read and understood all the information in the student handbook and in this course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)
- Create a USI (Unique Student Identifier) through www.usi.gov.au
- Complete an enrolment form, pre-training review and Skills First Declaration form electronically www.msatraining.edu.au/enrolment-clmg/
- Take a photo or scan of your current Driver Licence; or a current Learner's Permit; or a Proof of Age/'Keypass' card
- Take a photo or scan of your medicare card, Australian/NZ birth certificate; Naturalisation certificate or formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence. Please talk to us if you don't have any of these documents.
- If you are applying for a Concession rate; Take a photo or scan of any relevant concession cards such as healthcare cards or pension cards.
- Email all documents/photos/scans to msa-monashtraining@monash.edu
- Once received, our team will be in touch to discuss your application and finalise your enrolment.