Information Booklet

BSB40520
Certificate IV in Leadership and Management

Table of Contents

MSA Training and Professional Development

MSA Training and Professional Development works in collaboration with industry and training specialists to develop programs that are flexible and relevant to industry needs. Our courses are delivered as either classroom-based training or real-time remote training via Zoom. They are taught in a supportive and engaging environment. Throughout your learning journey you will gain a variety of knowledge and skills and be given activities and assessments to complete within the classroom, at home or in your workplace.

The opportunity to study at MSA Training and Professional Development is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply. 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.

✉ **msa-monashtraining@monash.edu**

📞 **9905 3180**

msatraining.edu.au 🔍

Why choose MSA Training and Professional Development?

Continuous Improvement

At MSA Training and Professional Development, we pride ourselves on our dedication to providing high quality training to the public, Monash staff and students and to our private groups. We gain feedback from our students and trainers to ensure we are continuously improving our services and enhancing the learning process for our students.

Trainers and Assessors

Trainers and Assessors at MSA Training and Professional Development are carefully selected based on their qualifications, experience and knowledge, but also based on their individual teaching style and dedication towards their students. We have built an amazing team of trainers and assessors, and we are very fortunate to have them as part of MSA Training and Professional Development.

Administration

Our administrative staff are committed to working alongside our students to ensure they are confidently working through their assessments and receiving all the support they need. As we are a smaller RTO, we have the opportunity to get to know our students and can provide individualised support. MSATPD is part of MSA – a non-profit organisation located at Monash University in Clayton, Victoria. Meaning our aim is to provide a high-quality service, not to make money. The course fees are implemented to cover costs and improve services.

Support

Support services are available at MSATPD, including one on one tutoring in English and Computer skills, discounted counselling, Disability support, useful study guides, along with a number of other services. The MSA culture focuses on inclusivity, supporting the LBGTQI+ Community, acknowledging the traditional land owners.

BSB40520 Certificate IV in Leadership and Management

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.

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

Assessment methods and requirements

Assessment will include trainers conducting observations 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.

Where can I study this course?

Online via Zoom

Monash Uni Clayton Campus

Your workplace for groups of 10+

Entry Requirements

There are no formal entry requirements for this course. 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.

Students will require a sound understanding of how to navigate computers along with software (Word, PowerPoint), opening and closing documents, saving documents, formatting documents, typing and using the internet for searching and emails. 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. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you and identify any additional support you may need.

This course is suitable for:

- **Depending on your experience and other qualifications, your career and job outcomes may include:**

✓ Office Manager

✓ Program Coordinator

✓ Leading Hand

✓ Product Manager

✓ Service Manager

✓ Team Leader

✓ Supervisor

✓ Student Leader

✓ Line Manager

Pathways

This qualification opens up a world of opportunities for students upon completion. Advanced Diploma level qualifications in a similar field (eg. BSB60420 Advanced Diploma of Management) would be a suitable training pathway and would support career progression. The Certificate IV in Leadership and Management from MSA Training and Professional Development can also be used as a pathway into several tertiary qualifications within Monash University. If this is your goal, please discuss the entry requirements with us.

Bachelor of Business

A Promotion

A New Career

Diploma of Leadership and Management

Advanced Diploma of Leadership and Management

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. Those with some experience in training may find they take less time, similarly those who are new to the industry may find the higher end of the times listed will apply.

Estimated Hours	
Pre-course reading and research	2-4 Hours
Total Classroom Hours	84.5 hours
Independent study/reading/research	12.5 hours per week
Additional Support Days	21 hours
Completion of assessments	200 hours

Timetable

The nationally recognised course is studied part time for 12 daytime sessions on a fortnightly or monthly basis. This timetable and the order of units is subject to change. Please speak to the office for more information or to confirm dates.

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 and requirements

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. 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.

For online courses/ units, 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.

Course Syllabus

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**

This qualification contains 12 units of competency, consisting of 5 core and 7 elective*.

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.

Credit Transfers (CT)

Credit Transfer is a process used to recognise qualifications and Statements of Attainment issued by another 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.

Fees

Non-Funded	
Full	**Concession**
$3,477.50	$3,100.00

Payment plans are available.

Unfortunately, the Victorian Department of Jobs, Skills, Industry and Regions have not allocated us any Skills First funded places for this qualification in 2024. To discuss any queries or concerns you have about the lack of funding for this course with us you can contact the department on 9651 9999 or email training.market.services@djsir.vic.gov.au

Unique Student Identifier

A USI is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia. You will to create your USI before you train with us and 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

How to Enrol

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 the enrolment form via our website**

- **Once the enrolment form has been completed, you will be sent an email to create an account on our student portal to complete a language, literacy and numeracy assessment, pre-training review and Skills First funding declaration form**

- **Send through your Medicare card or Australian/NZ birth certificate; or formal documentation confirming permanent residence.**

- **If you are applying for a Concession rate; submit any relevant concession cards such as healthcare cards or pension cards.**

- **Once you have submitted the required documents, our team will be in touch to discuss your application and finalise your enrolment.**

Notable programs and departments within MSA:

→ **Period positivity** – providing free feminine hygiene products

→ **MSA Women's department** - creating a safe campus where you feel a sense of belonging.

→ **MSA Queer department** – Supporting all queer identifying and questioning individuals at Monash

→ **MSATPD Mental Health Resources** – Free resources to assist anyone struggling with mental health conditions.

→ **MSA's Indigenous department** – providing support to all Aboriginals and Torres Strait Islanders throughout their studies.

→ **MSA Disabilities and Carers Department** – advocating for the needs of students with disabilities and student carers at Monash Clayton

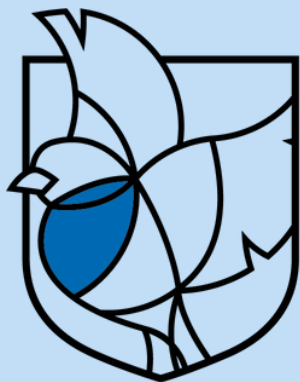→ **Gender Affirmation at MSA** - In 2022, MSA introduced Establishing Gender Affirmation leave where specific leave options are available for any MSA staff considering gender transition.

MONASH STUDENT ASSOCIATION
Training and Professional Development

RTO Number: 21526

Find us online at:

msatraining.edu.au

f   **@msa.tpd**

⬚   **@msa.tpd**

in   **@msatpd**