



Wesley Vocational Institute

RTO Code 90091

BSB40520 – Certificate IV in Leadership & Management

Course details

Information Session:	Scheduled phone calls on application
Course dates:	EOI – Start Date early 2024
Course duration:	14 Months
Location:	Mixed Mode Flexible learning
Trainer/Assessor:	TBC

About the course

This course is for those who are existing workers, interested in participating in an education program, to reflect of their commitment to engage in opportunities to increase their knowledge and learn new skills to support their current role.

Who should enrol?

This qualification is intended for individuals who are currently employed and looking to broaden their skillset, 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 provide leadership, guidance and support to others. They may also have responsibility for organising and monitoring the output of their team.

They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

Learning outcomes

Successful completion of this course will enable you to gain a nationally accredited qualification covering a vast range of skills. This qualification will allow you to develop new and existing skills pertaining to your current role and broaden the possibility of career opportunities.

Attendance and study load

Individuals will be required to:

- Participate in Wesley Vocational Institute E-learning platform supported by a prepared resource by the trainer plus self-paced activities, individual research, online resources and practical training in the workplace.
- Learners are also expected to undertake approximately 10 to 15 hours per week of self-directed learning activities, including individual research and assessment work.
- Student support with the trainer is available throughout, with scheduled contact sessions to be confirmed at the commencement of the program. Detailed activities will be provided in individual training plans.
- Undertake theory and practical assessment activities (approximately 20 - 25 hours per unit of competency).

Assessment

Assessments will include a range of activities such as written tasks, assessments through the E-Learning Platform and reflections within a workplace environment.

Work-placement

This program recognises that learners are existing workers, learners will be required to reflect and provide evidence of a minimum of 40 hours of their current role relating to the course.

Entry requirements

Wesley Vocational Institute has set the following entry requirements for enrolment in this course:

- Satisfactory level of language, literacy and numeracy
- Access to a computer with MS suite or similar applications and reliable internet
- Willingness to commit to the required study load over a 14 month period

Course fees

This training is subsidised by the NSW Government. Student fees may apply. See www.smartandskilled.nsw.gov.au for further information and contact us to find out if you are eligible for fee concessions. All course material is provided and inclusive with course fee.

What you need to provide

- ☐ Photo ID (e.g., driver's license & Medicare card)
- ☐ USI Number (apply here www.usi.gov.au)
- ☐ Proof of welfare status (if applicable)

Other important information

Participant numbers for this course are strictly capped to ensure optimal learning conditions. The training and assessment criteria has been modified to accommodate the volume of learning for existing workers therefore proof of employment may be required.

How to apply

- Step 1:** Please register your interest by contacting our Newcastle Office on 02 4915 3641 or email sally.whiteley@wesleymission.org.au
- Step 2:** WVI (Wesley Vocational Institute) Course Advisor will provide you with your Smart and Skilled notification including student fee quote and payment options (if applicable)
- Step 3:** Complete mandatory Language, literacy and numeracy tool followed by the interview with the Trainer/Assessor
- Step 4:** A WVI (Wesley Vocational Institute) representative will contact you during business hours to arrange your information session
- Step 5:** Complete and return your enrolment paperwork
- Step 6:** Our local office will contact you with information to prepare you for your course

BSB40520 - Certificate IV in Leadership & Management	
BSBLDR411- Demonstrate leadership in the workplace	BSBWHS411 - Implement and monitor WHS policies, procedures and programs
BSBLDR413 - Lead effective workplace relationships	BSBSTR502 - Facilitate continuous improvement
BSBOPS402 - Coordinate business operational plans	BSBLDR412 - Communicate effectively as a workplace leader
BSBXCM401 - Apply communication strategies in the workplace	BSBPWF401 - Manage personal health and wellbeing
BSBXTW401 - Lead and facilitate a team	BSBWRT411- Write complex documents
BSBPWF402 - Develop personal work priorities	BSBPMG430 - Undertake project work