




Wesley Vocational Institute (WVI)

RTO Code 90091

BSB40520 Certificate IV in Leadership and Management

Course details

e-Information session:	<u>Click here or scan QR code to register for an online information session</u>	
Course commencement:	Tuesday 21 st May 2024 10am – 1am	
Course duration:	14 months	
Workshops:	Tuesdays every 2 weeks	
Location:	Trainer led virtual classroom and support sessions	
Work experience/placement:	Minimum 40 hours onsite as part of your normal workplace practices	
Trainer/Assessor:	TBA	

About the course

This course has been developed to support individuals working on their development as emerging leaders and managers. 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.

Who should enrol

Individuals working in community services who aspire to leadership roles or are already in supervisory positions.

Learning outcomes

Successful completion of this course will enable you to gain a nationally accredited full Qualification in Leadership and Management. You will develop the ability to apply people management skills, identify solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Attendance, study load and student support

Students will be required to:

- Attend/watch all scheduled online tutorials/classes, face-to-face workshops and simulated activities, as scheduled in individual training plans, spanning course duration;
- Participate in learning activities; readings, case studies, projects, quizzes, self-paced learning and other tasks including individual research in your own time (approximately 10 hours per unit of competency);
- Undertake theory and practical assessment activities (approximately 25 hours per unit of competency online e-learning (LMS));

Details and expectations of activities will be provided in individual training plans. Student support is available at the end of each class. Scheduled support sessions will also be available if required.

Work experience/placement

This program recognises that students are existing employees of a community services organisation.

Assessment

Assessments will include a range of activities including role plays, simulations, written tasks, oral questions, projects and observation in the workplace or simulated environments.

Entry requirements

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

- Employed within a community services organisation.
- Proof of employment status - position description and resume.
- Be an Australian/New Zealand citizen or Australian Permanent Resident.
- Satisfactory level of English language, literacy and numeracy.
- Ability to commit to attendance and the study load for this course.
- Reliable computer and internet access.

Course fees

This training is subsidised by the NSW Government. Student fees may apply.

Visit 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.

How to apply



- Step 1:** [Click here or scan the QR code to apply.](#)
- Step 2:** A WVI representative will contact you with information session details.
- Step 3:** WVI representative will provide you with your Smart and Skilled eligibility notification.
- Step 4:** Attend WVI information session and complete mandatory language, literacy and numeracy (LLN) assessment.
- Step 5:** Upon completion of the LLN, a WVI representative will advise if you have been accepted into the course and provide you with your detailed Training Plan.

Enrolment documentation

- Unique Student Identifier (USI) number (*apply here usi.gov.au*)
- Photo ID (*e.g. driver's license, photo card, passport*)
- Medicare card
- Proof of eligible welfare payment (*e.g. Centrelink income statement – if applicable*)
- Copies of qualifications to request Credit Transfer (*for equivalent units of competencies*)
- Copy of your resume and position description

Other important information

Participant numbers for this course are strictly capped to ensure optimal learning conditions. Please contact us on 1800 676 039 if you have any questions.

BSB40520 Certificate IV in Leadership & Management

BSBPEF402 Develop personal work priorities**	BSBCMM412 Lead difficult conversations**
BSBSTR502 Facilitate continuous improvement**	BSBLDR411 Demonstrate leadership in the workplace
BSBLDR412 Communicate effectively as a workplace leader**	BSBOPS402 Coordinate business operational plans
BSBPEF401 Manage personal health and wellbeing**	BSBLDR413 Lead effective workplace relationships
BSBLDR521 Lead the development of diverse workforces**	BSBXTW401 Lead and facilitate a team
BSBWHS411 Implement and monitor WHS policies, procedures and programs**	BSBXC401 Apply communication strategies in the workplace

**Elective units of competency are subject to change dependant on industry need

For further information about Wesley Vocational Institute or the courses we offer call 1800 676 039 or visit wesleymission.org.au.

View our Wesley [Mission privacy policy here](#) or [download a copy here](#).