Course Brochure – BSB40520 - Certificate IV in Leadership and Management
(CRICOS Course Code: 103994G)

Course details	
Provider Name	Melbourne College of Business and Technology
RTO Code	45217
CRICOS Code	03631M
Delivery location of course	Level 9 190 Queen St, MELBOURNE, Victoria 3000
Delivery mode	Face to face (Classroom based)
Duration	26 Weeks
Study load	20 hours per week in the classroom

Total Course Fee: AUD 5500

Tuition Fee: AUD 4500

Material Fee: AUD 750

Application Fee: AUD 250 (non-refundable)

(Application fee is non-refundable under all circumstances. Please refer to Melbourne College of Business and Technology refund policy and procedure for further details)

COURSE DESCRIPTION

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

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Course Entry Requirements:

Entry to this qualification is limited to those who:

- There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Melbourne College of Business and Technology requires that students are able to provide evidence that they:
- Have demonstrated an IELTS level of at least 5.5 or equivalent or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy, and numeracy to complete course requirements with or without additional support that Melbourne College of Business and Technology is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology.MCBT will review the student's current competencies, student needs, English level, support requirements and oral communication skills in order to enrol them in the most appropriate course to achieve their intended outcomesStudents must have access to a working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Students must have access to a working internet.
- Students must be able to attend scheduled theory classes and classes to be conducted in a simulated environment.
- Students must have sound digital literacy.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in a simulated environment will be managed. We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.

Course Outcome:

Once students have successfully completed BSB40520 - Certificate IV in Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- Diploma of Leadership and Management
- Other Diploma or Advanced Diploma or Bachelor programs in related fields such as business and management.

Employment pathways:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Leading Hand
- Sales Team Coordinator
- Team Leader
- Office Manager
- Project Coordinator
- Supervisor
- Project Assistant

Course Structure:

A total of 12 Units (5 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB40520 - Certificate IV in Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Unit Code	Unit Name	Core/Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBSTR401	Promote innovation in team environments	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBPMG430	Undertake project work	Elective

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Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed

Facilities and Resources

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

The recommended textbook for this course is:

Management Theory and Practice, 7th Edition, Cole, Cengage Learning, 2016

Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Recognition of Prior Learning (RPL)/Credit Transfer (CT)

Melbourne College of Business and Technology (MCBT) will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. MCBT has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Further Information

Contact the Administration Manager at admissions@mcbt.vic.edu.au or +61 3 9018 5699 or refer to www.mcbt.vic.edu.au for further information.

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