



OCTEC LIMITED
TRAINING SERVICES

RTO Number 90142

BSB40520 Certificate IV in Leadership & Management

About the course:

This course is aimed at workers who are employed in a leadership and management role & wish to enhance their existing skills and knowledge with a formal qualification. 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.

Delivery Mode:

Structured online classes and work based training options available. Both delivery options include self directed training

Entry Requirements:

At least 2 years post school work experience with an interest to gain leadership skills. You will need access to a computer, stable internet connection and a working microphone and camera.

How long will my training program run?

All students have up to 24 months to complete their qualification. Specific course schedules will be provided prior to enrolment for each program.

BSB40520 Certificate IV in Leadership & Management - 12 units

Unit Selection:

| | | |
|-----------|---|----------|
| 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 |
| BSBCMM412 | Lead difficult conversations | ELECTIVE |
| BSBCRT411 | Apply critical thinking to work practices | ELECTIVE |
| BSBLDR412 | Communicate effectively as a workplace leader | ELECTIVE |
| BSBST502 | Facilitate continuous improvement | ELECTIVE |
| BSBTWK401 | Build and maintain business relationships | ELECTIVE |
| BSBCRT412 | Articulate, present and debate ideas | ELECTIVE |
| BSBWRT411 | Write complex documents | ELECTIVE |

Please be aware unit electives may change depending on specific student needs or requirements



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Employment Outcomes:

This course provides broad skills that can be used in a variety of industries. Specific skills that will be developed include:

- Lead and manage a team in various environments
- Communicate effectively within the workplace
- Demonstrate leadership through your own behaviour and high standards of conduct
- Experience leading teams
- The opportunity to take your career to the next level and develop your leadership style
- Promote team cohesion

Student Fees:

The price for this qualification is based upon specific eligibility requirements and or concessional evidence. Subsidies may be available to individuals. We have a range of payment options accessible, and potential state funding. Please contact us for more information.

| | |
|--------------------------|--------|
| First qualification | \$0 |
| Subsequent qualification | \$0 |
| Traineeship | \$0 |
| Concession | \$0 |
| Exemption | \$0 |
| Fee-for-Service | \$5500 |

Smart and Skilled Availability in NSW:

OCTEC Ltd can deliver this qualification via funding available for eligible participants. Enrolling students will need to meet the eligibility requirements listed www.smartandskilled.nsw.gov.au This training is subsidised by the NSW Government.

Eligibility for Training:

- Students will need to complete Language, Literacy and Numeracy (LLN) and achieve appropriate ACSF LLN level
- Able to provide a Unique Student Identifier (USI)
- Evidence of Citizenship, Australian Permanent Residency, Humanitarian Visa holder or NZ Citizen
- Basic computer skills

Additional information

This flyer provides basic information about this program. For full details of this program, and the service that OCTEC provides, please refer to our Learner Handbook.

Students must review the Learner Handbook before enrolling into this program.

For further details and information, please contact OCTEC Training Services.



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