



**OCTEC** LIMITED  
**TRAINING  
SERVICES**

RTO Number 90142

# BSB40520 Certificate IV in Leadership and Management

## About the course:

This course is aimed at workers who are employed in a leadership and management role and 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 are 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 and 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
BSBSTR502	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 on specific eligibility requirements and/or concessional evidence. Subsidies may be available to individuals. We have a range of payment options on offer, and the potential for state funding. Please contact us for more information.

First qualification	\$1580
Subsequent qualification	\$1850
Traineeship	\$0
Concession	\$240
Exemption	\$0
Fee-for-Service	\$5500

### Smart and Skilled Availability in NSW:

OCTEC Limited can deliver this qualification via funding available for eligible participants. Enrolling students will need to meet the eligibility requirements listed on [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

This training is subsidised by the NSW Government.

### Eligibility for Training:

- Students will need to complete a Language, Literacy and Numeracy (LLN) test, and achieve the appropriate ACSF LLN level for this qualification
- 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 Training Services 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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