

BSB40520 Certificate IV in Leadership and Management

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.

ELIGIBILITY/ENTRY REQUIREMENTS

Whilst there are no specific entry requirements, it is preferred individual possess a BSB30115 Certificate III in Business, or similar qualification; or have vocational experience in a business or management related role without holding a formal qualification.

A Pre-enrolment interview will be conducted, and your lecturer will determine options for study. A Language, Literacy, Numeracy and Digital Literacy (LLND) assessment is necessary to establish support requirements for all enrolees undertaking study of this qualification

To ensure you have the right skills and support to succeed in your course, a Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

DELIVERY DETAILS

Location(s)	Duration*	Study mode
Danala – Education Community Precinct Alice Springs Online	12 months full-time 18 months part-time	Online, Blended


* Duration will vary depending on how long a student takes to reach the required competency level.

Students have access to all resources on Learnline, CDU 24/7 online learning system.

FEES

Fee Type	2025 Course Fees
Fee Free TAFE*	Free
Full Fee	\$6,526.50

*This course is part of the Fee Free TAFE initiative. Fee Free TAFE and vocational education and training is a joint initiative of the Northern Territory Government and Australian Governments providing tuition-free training places to students wanting to train, retain or upskill.



Fee-free places are available for eligible domestic students who are NT residents; limited places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to TAFE Fees and Payments.

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge, and experience you have gained through your previous study, work, or life experience can count towards a vocational training qualification at CDU. For more information, refer to [VET RPL](#).

RESOURCES

Learning materials and assessments are available for students through a mixture of learning resources, including online learning resources and the book Management: Theory & Practice 7th Edition by Kris Cole. This text is available from the CDU Bookshop. This book can also be purchased in both hard copy and eBook.

Computer and internet access is required to source information and complete assessments.

STUDY AND CAREER PATHWAYS

Further training pathways from BSB40520 Certificate IV Leadership and Management include but are not limited to BSB50420 Diploma of Leadership and Management. On completion of this qualification credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- Frontline Sales Manager
- Freight Administrative Supervisor
- Team Leader
- Production Supervisor
- Leading Hand
- Supervisor
- Distribution Centre Supervisor
- Warehouse Team Leader
- Sales Team Manager
- Line Manager
- Coordinator (Business Operations)

QUALIFICATION CONTENT

To achieve a BSB40520 Certificate IV in Leadership and Management, a total of twelve (12) units of competency must be completed, comprising five (5) core and seven (7) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

CORE UNITS

BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBXCM401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team

ELECTIVE UNITS

BSBCMM412	Lead difficult conversations
BSBCRT411	Apply critical thinking to work practices
BSBLDR412	Communicate effectively as a workplace leader
BSBOPS403	Apply business management processes
BSBSTR401	Promote innovation in team environments
BSBSTR502	Facilitate continuous improvement
BSBWHS411	Implement and monitor WHS policies, procedures, and programs

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

CONTACT DETAILS

Business and Workforce Management

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T. 08 8946 7517 (DWN) 08 8959 5461 (ASP)
W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.