

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.

This course can be undertaken as a traineeship. Visit [TAFE Apprenticeships and Traineeships](#) for more information.

ELIGIBILITY/ENTRY REQUIREMENTS

There are no specific entry requirements. A Pre-enrolment interview will be conducted, and your lecturer will determine options for study.

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.

To gain entry into BSB40520 Certificate IV in Leadership and Management, it is preferred candidates;

- hold a BSB30120 Certificate III in Business, or similar qualification;
- or have vocational experience in a business or management related role without holding a formal qualification.

DELIVERY DETAILS

Location(s)	Alice Springs, Danala – Education Community Precinct, online
Duration*	12 months full time. 18 months part time
Study mode ^^	Online, Blended
Dates ^	Start date: 2/2/2026 Students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team.

Attendance ^	Face to face and/or online Wednesday 9.00 am – 12.00 noon
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* Duration may vary depending on how long a student takes to reach the required competency level.

^ A course timetable/study plan will be provided on application for the course.

^^ Information relating to study modes can be found in the 2026 TAFE Student Guide

FEES

Fee Type	2026 Course Fees
NT Government Supported*	\$2,194.50
Full Fee	\$6,612.00

*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. A limited number of NT Government supported 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. For 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, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

ASSESSMENT

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning, portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

RECOGNITION OF PRIOR LEARNING (RPL)

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

CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: <https://www.cdu.edu.au/current-students/services/learnline>

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 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

Group A – 4 units must be selected	
BSBCMM412	Lead difficult conversations
BSBCRT411	Apply critical thinking to work practices
BSBLDR412	Communicate effectively as a workplace leader
BSBWHS411	Implement and monitor WHS policies, procedures, and programs
Group B	
BSBOPS403	Apply business management processes
BSBSTR401	Promote innovation in team environments
BSBSTR502	Facilitate continuous improvement

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 provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support 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 - Life, Health and Wellbeing](#)

CONTACT DETAILS

Business and Workforce Management

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W. <https://www.cdu.edu.au/tafe>

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