



BSB40520 Certificate IV in Leadership and Management

Qualification Description:

This nationally recognised qualification reflects the role of individuals working as developing and emerging leaders and managers at PCYC NSW.

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.

Course Summary Outcomes

You will learn how to:

- Effectively communicate, lead, and manage a team
- Develop and use emotional intelligence
- Lead difficult conversations
- Coordinate business operational plans
- Apply risk management

Delivery

A mix of online delivery and facilitation with your trainer and peers, including guest speakers, and self-study giving you a degree of flexibility in your learning and assessment.

This course is delivered online using Microsoft Teams with face-to-face facilitation and access to course related resources and documents. The schedule consists of a minimum of two (2) three-hour evening sessions per month as scheduled.

Facilitation sessions may also include commencement/completion of some assessment tasks.

Students are expected to attend all sessions, and successfully complete all learning activities and assessments.

The sessions will be recorded and accessible so that you may refer back to them as and when required.

Students, in addition, should allow approximately 10 hours per week for the completion of these learning activities and assessments.

Duration

12 months – 14 months depending on scheduling. Course is scheduled following the NSW school calendar, over four terms.

Qualification Entry Requirements

There are no formal entry requirements for this qualification.

Entry recommendations

- At least 2 year's post schoolwork experience
- Confidence working with computer technology
- Access to strong and stable internet connection as this course is offered via online learning
- The ability to access and navigate the internet and use Microsoft Suite including Outlook, Word, PowerPoint, Teams

Eligibility

Students have been identified by PCYC NSW to enrol in this course. It may also be open to non-PCYC employees.

In addition, must be:

- A person aged 16 to 24 at commencement of training, regardless of employment status, including Year 12 school leavers
- Lives or works in NSW
- An Australian citizen; or a permanent Australian resident; or a New Zealand citizen
- Is no longer in secondary education

Proof of eligibility will be required including:

- Proof of identity – Unique Student Identifier (USI)
- Living or working in NSW – any Commonwealth or NSW Government issued document providing evidence of living location (eg NSW Drivers licence)
- Citizenship – Green Medicare Card

Language, Literacy and Numeracy

An appropriate level of language, literacy and numeracy (LLN) skills is required to enrol in this course. PCYC Institute may conduct an LLN assessment as part of the pre-enrolment process. The course requires sound communication and interpersonal skills, have the ability to access, read and interpret workplace documents, write reports.

Licensing/Regulatory Information

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

Employment and Further Education Pathways

This qualification may provide employment opportunities in roles including:

- Co-ordinator
- Team leader
- Supervisor

Graduates may progress to enrolling in BSB50420 Diploma of Leadership and Management.

Packaging Rules

12 units must be completed:

- 5 core units
- 7 elective units

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:

BSBCRT411	Apply critical thinking to work practices
BSBLDR414	Lead team effectiveness
BSBOPS403	Apply business risk management processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBPEF402	Develop personal work priorities
BSBCMM412	Lead difficult conversations
BSBPEF502	Develop and use emotional intelligence

Electives may be altered to suit recognition of previous experience or study which may reduce course completion times. For more information on units please visit <https://training.gov.au/Training/Details/BSB40520>.

Resources needed

To access the learning and assessment online you need to have:

- Computer with internet access with camera and microphone
- Email access to submit assessment tasks
- Video camera capability (eg smart phone) to video record and submit electronically
- Note taking materials

Course Materials

- PCYC Institute will provide learner guides, PowerPoint, assessments
- Access to recorded sessions
- Access to trainer outside of delivery sessions

Assessment

Assessment is competency-based. There are no exams. Students are required to successfully complete each of the units of competency to receive their qualification. Assessments typically include the completion of written questions, case studies, demonstration, projects. These tasks may include the need to utilise workplace-based activities involving others or participation in role plays, which will need to be videoed and submitted as part of the assessment evidence.

You may be expected to source and research additional materials as part of your study. Assessment relates to PCYC NSW practice. Opportunities to re-submit if applicable are available – refer to Student Handbook.

Recognition of Prior Learning / Credit Transfer

Students may be eligible to apply for recognition by providing a portfolio of evidence of their previous training, employment experience or other life skills that meet qualification requirements and have a 'professional conversation' with an assessor. Students must apply for RPL on enrolment (complete units of competency only).

Students may also be eligible for credit transfer. Please provide evidence on enrolment (ie Certificates and transcript itemising the same unit code and title as included in this qualification or as deemed as superseded and equivalent).

Successful applications may result in a reduced training time.

Fees

Please contact the Institute for confirmation of fees.

Student Handbook

The PCYC Institute Student Handbook contains information of its key policies and procedures. This document is provided on enrolment and accepting its contents is a condition of enrolment.

Refer also to:

- PCYC Institute Consumer Protection Policy
- Consumer Protection Strategy

Feedback

Your feedback of the course is important to PCYC Institute, and you will be provided with the opportunity to give feedback throughout your course. This feedback will be used as part of its continuous improvement processes.

How to enrol

Please contact PCYC Institute for any questions and scheduling. An enrolment form will be sent to you to complete and return and the Student Handbook.

On successful enrolment, you will be required to attend an (evening) online orientation session prior to course commencement. You will be provided with the schedule and assessment due dates.

Contact us

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