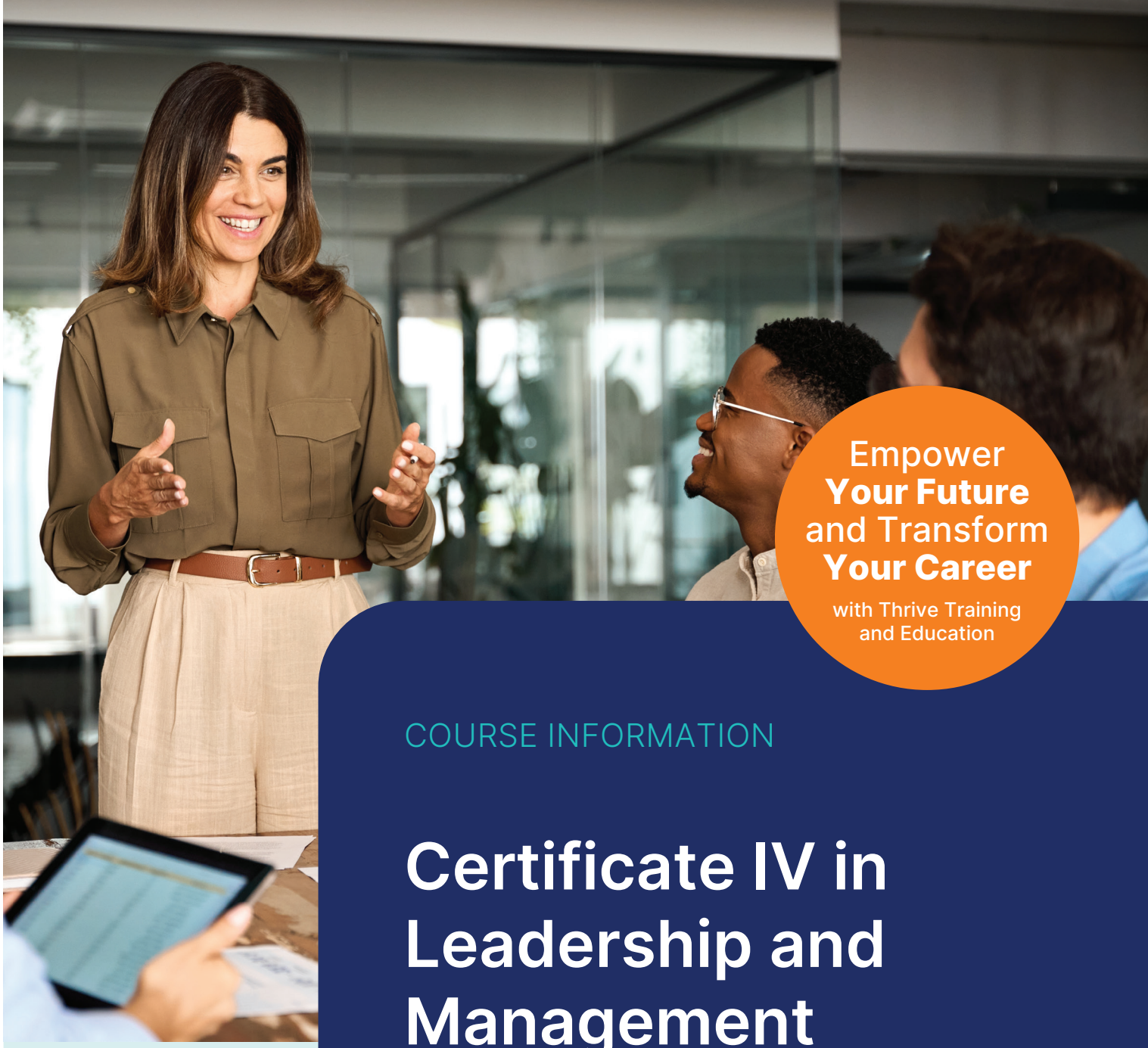

Empower **Your Future** and Transform **Your Career**

with Thrive Training and Education

COURSE INFORMATION

Certificate IV in Leadership and Management

BSB40520

thrivetraining.com.au

Nationally Recognised Training

thrive TRAINING

RTO 46533 | CRICOS 04429E | ABN 31 683 014 164

Certificate IV in Leadership and Management

BSB40520

Skills

Learn how to:

- Support teams effectively.
- Communicate with others.
- Support operational plan implementation.
- Demonstrate workplace leadership skills.
- Manage priorities and workload.
- Support WHS and compliance.

Potential Career and Study Pathways

- Leading Hand.
- Line Manager.
- Coordinator.
- Diploma of Leadership and Management.

Why Study with Thrive Training and Education?

- **Nationally Recognised Training.** We are a Registered Training Organisation. We adhere to the Australian Qualifications Framework (AQF), which means that our qualifications are recognised Australia-wide.
- **Start Now.** We don't have restrictive intakes, so you can begin your studies within 48 hours of enrolment.
- **Interactive Learning Resources.** No more boring textbooks and dry, uninspiring material. Our resources are outcomes focussed, interactive and created to engage you.
- **In Demand Skills for the Real World.** Our courses are based on industry best practice and designed in consultation with industry leaders.
- **Support from Experts at Every Step.** Our trainers are professionals in their respective fields. They have experience to get you on the right track and guide you to completion.
- **Fast Turn Around.** Our assessors will get you feedback on your assessments within days so you can keep moving.
- **Learn at Your Pace.** We offer you the freedom to select from a range of options to allow you to create your own learning journey.
- **Flexibility to balance your study with your other commitments.** There are no face-to-face classes which require time off work and/or time away from family to attend.

Payment Options

Via Stripe, we offer a broad range of payment options with fortnightly or monthly instalments.

Course Overview

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 Duration

9-12 months.

Delivery Methods

- 100% Online.
- Ask about our corporate training options.

Entry Requirements

- You must be at least 18 years of age.
- You must have the required level of competency in English (you may be asked to take a Language, Literacy and Numeracy assessment to ensure you have the skills to succeed in the course).

Units of Competency

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
BSBCMM412	Lead difficult conversations
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBCRT411	Apply critical thinking to work practices
BSBPEF402	Develop personal work priorities
BSBOPS405	Organise business meetings
BSBWRT411	Write complex documents
BSBHRM531	Coordinate health and wellness programs

RPL and Credit Transfer

We accept applications for Recognition of Prior Learning and Credit Transfer, so you can gain recognition for the skills and knowledge you already possess and can demonstrate.

Frequently Asked Questions

How can I enrol?

You can enrol by visiting our website thrivetraining.com.au and clicking on the Enrol Now link.

How much time will I need to commit?

Study does require commitment of time. However, our students successfully combine their course with work and family commitments. Our trainers can assist you with hints and tips to help you get the most out of your learning journey.

Can I do more than one qualification?

Yes! We offer double qualifications to save you time and money. You can apply to upgrade for just a few additional units of study, at a very low cost.

What does online learning look like?

We have a state-of-the-art online learning environment that has been purpose built to streamline your learning. It can be accessed via a desktop, laptop, tablet or smart phone, so you can access your materials whenever and wherever you desire.

What are the benefits of studying online?

- Convenience to study at times that suit your schedule.
- Opportunities to engage with others for peer-to-peer learning experiences.
- Cost effectiveness.
- Enhanced skills you will gain from using technology.

What IT requirements will I need?

- A device such as a desktop, laptop, tablet or smart phone with a camera and microphone are required. You will also need a reliable internet connection and the Microsoft 365 Basic software suite.

Are there exams?

- No. We have no exams for any of our courses. All of our assessments are designed to allow you to demonstrate your knowledge and performance in practical and innovative ways.

> *"I would not call myself a natural student. I hated school and the thought of studying again was not appealing but I knew I had to it if I wanted to get ahead in my career. The online format of the leadership course and the layout of the materials was amazing. It wasn't just boring reading. There were videos, webinars, and activities that kept it interesting."*
>
> *~ Benji, 28, Site Supervisor*

Knowledge is Power. Build Yours.

thrive TRAINING

Scan to enrol

Ready to take the next step in your learning journey? Whether you're looking to upskill, change careers, or pursue your passion, the team at Thrive Training and Education is here to support you every step of the way. Email info@thrivetraining.com.au or

ENROL at thrivetraining.com.au today!

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