



**Australian
College**
of Commerce & Management

Certificate IV in Leadership and Management

BSB40520

Develop critical skills in hands-on Leadership, Team Building and Operational Management for your staff



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

Effective leadership communication
Critical thinking in the workplace
Managing priorities and personal development
WHS workplace obligations and legislation

Specialty Skills

Building and leading strong teams
Developing operational/business plans
Strong customer service strategies
Effective workplace/business relationships

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

BSB40520

COURSE DESCRIPTION:

The BSB40520 Certificate IV in Leadership and Management offers leadership subjects to build essential leadership, prioritising, planning and communication skills. Designed for both new and existing leaders, this dynamic course will drive strong results for your organisation.

SUBJECT	UNIT	CODE	DURATION (weeks)
Building Effective Teams	• Lead team effectiveness	BSBLDR414	8
	• Lead and facilitate a team	BSBXTW401	
	• Communicate effectively as a workplace leader	BSBLDR412	
	• Lead effective workplace relationships	BSBLDR413	
Making and Communicating Good Business Decisions	• Apply critical thinking to work practices	BSBCRT411	7
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
	• Apply communication strategies in the workplace	BSBXCM401	
Maximising Team Outcomes and Performance	• Coordinate business operational plans	BSBOPS402	7
Exercising Good Leadership	• Demonstrate leadership in the workplace	BSBLDR411	6
Manage Work Priorities and Personal Development	• Lead personal development	BSBPEF403	4
	• Develop personal work priorities	BSBPEF402	
	• Manage personal health and wellbeing	BSBPEF401	
Implementing Effective Safety Procedures	• Implement and monitor WHS policies, procedures and programs	BSBWHS411	8
Building Strong Customer Relationships	• Implement customer service strategies	BSBOPS404	8
	• Build and maintain business relationships	BSBTWK401	

If you would like to discuss additional electives, please contact us.

FEES - BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$3750	\$3750
Australian Capital Territory	\$350	\$350	\$3750
South Australia	\$3750	\$3750	\$3750
Tasmania	\$1330	\$1330	\$3750
QLD, WA, NT, VIC	\$3750	\$3750	\$3750

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING