



**Australian
College**
of Commerce & Management

Certificate IV in Business (Leadership)

BSB40120

A strong leadership focus will help your valued staff member further develop their business and management skills



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

Specialty Skills

Building and leading strong teams
Staff training and development
Developing business relationships
Effective workplace/business relationship
Strong professional writing skills

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE IV IN BUSINESS (LEADERSHIP)

BSB40120

COURSE DESCRIPTION:

Develop your staffs' existing Leadership and Business skills with the BSB40120 Certificate IV in Business (Leadership). This qualification will deliver the necessary customer service management and team building, management and relationship skills to be successful in your industry.

SUBJECT	UNIT	CODE	DURATION (weeks)
Manage Personal and Professional Development	• Manage personal health and wellbeing	BSBPEF401	5
	• Develop personal work priorities	BSBPEF402	
	• Manage personal and professional development	BSBPEF501	
Making and Communicating Good Business Decisions	• Apply critical thinking to work practices	BSBCRT411	6
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
	• Apply communication strategies in the workplace	BSBXCM401	
Building Strong Business Relationships	• Build and maintain business relationships	BSBTWK401	4
Develop Strong Business Writing Skills	• Write complex documents	BSBWRT411	8
Implementing Effective Safety Procedures	• Implement and monitor WHS policies, procedures and programs	BSBWHS411	8
Exercising Good Leadership	• Demonstrate leadership in the workplace	BSBLDR411	6
Support Team Training and Development	• Support the learning and development of teams and individuals	BSBHRM413	5
Building Effective Teams	• Lead and facilitate a team	BSBXTW401	7

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

FEES - BSB40120 CERTIFICATE IV IN BUSINESS (LEADERSHIP)

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$3750	\$3750
Australian Capital Territory	\$350	\$3750	\$3750
South Australia	\$3750	\$3750	\$3750
Tasmania	\$1045	\$1045	\$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)



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



NATIONALLY RECOGNISED
TRAINING