

BSB40520
CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

PREPARING TOMORROWS LEADERS TODAY

This WTS nationally accredited qualification strengthens your skills to provide leadership, guidance and support to your team to drive success. Designed and run by industry professionals.

PROGRAM

The leadership and management team of any organisation is the beating heart of its success. This qualification takes leadership skills to the next level. Management and leadership skills are learnt and there will always be a solid demand for high quality managers.

This course is designed to impart these skills to the student in a way that builds a solid foundation, that the student can draw on when in the workplace.

This qualification is designed for individuals who are currently working as developing and emerging leaders and managers.

Leadership and Management is an online learning program. The program combines monthly online face to face delivery by your allocated Training Team, workplace supervised practical tasks, collection of workplace evidence and homework activities.

Our Training Team are industry experts who walk the talk and understand the demands that leadership and management entail.




EMPLOYER BENEFITS

- Each Trainee is allocated a 'Training Team' led by a Principal Trainer with support trainers. Liaise with WTS Training Team to tailor aspects of the project work to bring about change in the business.
- The trainee gains experience on the job while the course is delivered and can effect change within the business as the course progresses.
- Employers can provide input to the WTS Training Team to further tailor the training sessions.
- Our course has created effective managers and leaders in all types of industry.
- Provides participants with a monthly training platform to share ideas and work on strategies to build great teams.
- Engagement through calendared monthly group online training sessions which provides trainees a platform to share ideas and work on strategies to increase sales and ensure continuity of training.
- WTS experienced Account Managers guide the Traineeship delivery. Confirm and acknowledge your trainee's progress each month easily via email
- Support strategies are available to ensure the Trainee progresses



STUDENT BENEFITS

- An allocated Training Team with Principal Trainer facilitating online sessions and providing individual support.
- A graduated learning process that gives clarity and confidence as knowledge is facilitated by our experienced Training Team.
- Engagement through calendared monthly group online training sessions where best practice is guided by expert Training Team, who have had not only previous experience but also a higher-level view of proven strategies and techniques that create successful teams.
- Set coursework that gives adequate time to the student to prepare, and answer set questions, conduct assignments, and allow the Training Team to assess the students level of understanding. This measuring of performance is critical to ensure that the student is given additional teachings to complete the understanding.
- Pathway to BSB50420 Diploma of Leadership and Management.

A low-angle, upward-looking photograph of several modern skyscrapers with glass facades. The buildings are dark, and some windows are illuminated from within, creating a grid of light and shadow. The sky is a pale, overcast blue. A semi-transparent dark rectangle is centered over the image, containing white text.

ONLINE LEARNING IS A
COMBINATION OF
MONTHLY FACILITATED
TRAINER SESSIONS VIA
ZOOM, WORKPLACE
SUPERVISED PRACTICAL
TASKS AND HOMEWORK
ACTIVITIES

NATIONALLY ACCREDITED QUALIFICATIONS

Career Pathways

Come and join our team and learn new skills to further your chosen career. Our programs are designed by leading industry experts.

CERT 4	DIPLOMA
Retail Management	Leadership and Management
Leadership and Management	

This qualification is designed for individuals who are currently working as developing and emerging leaders and managers.

In their current role they would be 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, applying solutions to a defined range of predictable and unpredictable problems, and analysing and evaluating information from a variety of sources.

01

Online Face to Face

ONLINE course content is delivered to you by your Training Team in small group online sessions.

02

Training Log

THE TRAINING LOG is a record completed each month that ensures you are allowed Withdrawal Time from routine work duties to undertake Structured Training Activities. Structured Training Activities are activities you must do to gain the knowledge,

03

Practical Task Workbook

ASSIGNMENT TASKS – completed as homework and signed off by a nominated workplace supervisor. Your employer may require you to add specific tasks into your role, for you to gain the necessary skills and experience to achieve competency.

Assignment tasks are assessed and evaluated by the WTS Training Team for you to achieve competency. These TASKS are time critical and MUST be completed in line with the course unit completion dates. Non lodgement of Assignment Tasks can result in suspension or cancellation of the program.

04

Monthly Contacts

MONTHLY CONTACTS when required will be conducted by the Training Team with the learner. The review will check the learner's progress and submission of evidence; identify barriers and strategise corrective actions.



05

Homework Theory

HOMEWORK activities will be required reading material that the learner is expected to read, understand, and use to complete theory assessment as outlined in the

06

Trainer Support

TRAINER SUPPORT can be accessed; your WTS Training Team are available each week in Support Sessions and/or contact anytime via phone/

07

Training Record Book (QLD Only)

It is the responsibility of the Trainee and Authorised Supervisor/Industry Expert, to ensure that the learner can successfully demonstrate the required level of competence.

The Training Record Book must be up to date prior to each monthly training session.

08

PAS

PROGRESS, ATTENDANCE AND SUPERVISOR CONFIRMATION OF COMPETENCY REPORT will be created by the Training Team after each monthly session. It will detail where relevant, the above SEVEN channels of learning.

It is a declaration by the Authorised Supervisor/Industry Expert that the learner has attended the session and has the ability to competently perform the tasks to industry and workplace standards.



Program Outline BSB40520 Certificate IV in Leadership and Management

To be successful in achieving this certification, you must demonstrate competency in a total of 12 Units, 5 x Core Units and 7 x Electives

Code	Unit	Core & elective units
BSBLDR411	Demonstrate leadership in the workplace	C
BSBLDR413	Lead effective workplace relationships	C
BSBOPS402	Coordinate business operational plans	C
BSBXCM401	Apply communication strategies in the workplace	C
BSBXTW401	Lead and facilitate a team	C
BSBSTR401	Promote innovation in team environments	E
BSBLDR412	Communicate effectively as a workplace leader	E
BSBLDR414	Lead team effectiveness	E
BSBWHS411	Implement and monitor WHS policies, procedures and programs	E
BSBPEF402	Develop personal work priorities	E
BSBOPS404	Implement customer service strategies	E
BSBSTR502	Facilitate continuous improvement	E



PROGRAM DELIVERY

Program Activity	# Number Of Sessions	Approximate study hours
Online Training Session	15	3 hours per month
Homework Assessment Tasks	12 units	4-6 hours per week
Reading and Research	12 units	3-4 hours per week
Trainer Support Sessions	Weekly	1-2 hours per session

Course duration

This qualification is only delivered to trainees who work in a leadership and managerial positions.

The course is delivered via an online workplace-based delivery model.

12 months minimum delivery for Trainees

BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

BSB40520 Certificate IV in Leadership and Management		BSBLDR412	BSBLDR411	BSBXCM401	BSBWHS411	BSBLDR413	BSBXTW401	BSBLDR414	BSBPFF402	BSBOPS402	BSBOPS404	BSBSTR401	BSBSTR502
Y E A R 1	Session 1	Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8	Cluster 9	Cluster 10	Cluster 11	Cluster 12
	Session 2	COM											
	Session 3		COM										
	Session 4		Session 3	COM									
	Session 5	CP	Session 4		COM								
	Session 6		CP	Session 5	Session 6	COM							
	Session 7			CP	Session 7	Session 8	COM						
	Session 8				CP	Session 9	Session 10	COM					
	Session 9					CP	Session 11	Session 12	COM				
	Session 10						CP	Session 13	Session 14	COM			
	Session 11							CP	Session 15	Session 16	COM		
	Session 12												
YEAR 2	Session 13												
	Session 14												
	Session 15												
Total: 15 Months		COM	Commencement of Unit			Session	Online Training Session		CP		Completion of Unit		

Course duration: 15 months

Please note: WTS Training Support Sessions are available every week. Students can book in their sessions.
Where necessary WTS can create a 'Completion Plan' this will be developed with input and sign off from all parties.

Additional charges may be incurred:

* Late notification of training session cancellation (notice not given within 12 hours) - \$250

** WTS reserves the right to charge the following fees for additional training sessions above the allocated total 14 (12 and 2 catch up) sessions:

Certificate III and below - \$250 per session | Certificate IV and above - \$400 per session



THINGS YOU NEED TO KNOW

Training Team

Each Apprentice will be allocated a 'Training Team' led by a Principle Trainer with Support Trainers. The Training Team model uses a Principal Trainer to schedule, manage and deliver training sessions, backed by a team of qualified trainers to fill any session gaps. This model ensures we can continue delivering monthly training sessions with flexible options.

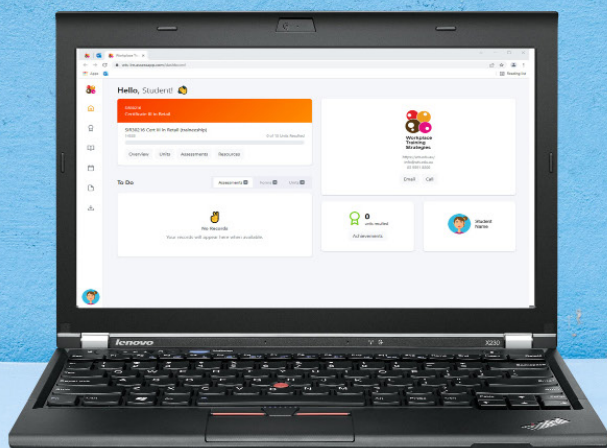
Ongoing Monthly Training Calendar

Our Training Team will create an Ongoing Monthly Training Calendar with training dates approved and confirmed by the employer.

The training calendar will ensure the Apprentice/s can successfully progress within the program timelines of 30/36 months.

Prerequisites for Trainees

There are no requirements to hold any occupational licensing, legislative or certification requirements to undertake this qualification, at the time of publication.



Workplace Supervision

The EMPLOYER is required to provide adequate WORKPLACE SUPERVISION and SUPPORT for all trainees. The WORKPLACE SUPERVISOR will require the relevant skills, knowledge, industry experience and in Queensland, qualifications are mandatory. The TRAINEE must be always supervised.

The EMPLOYER will be required to NOMINATE a workplace supervisor in writing which we refer to as the AUTHORISED SUPERVISORS/INDUSTRY EXPERT.

All work in the workplace must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Workplace Suitability

In consultation with the employer, WTS will evaluate the suitability of the workplace to provide suitable employment arrangements, including facilities, equipment, range of work and product range to support the accredited qualification requirements and traineeship outcome. This is recorded in the WTS 'WORKPLACE SUITABILITY CHECKLIST'.

If the workplace is unable to meet the necessary requirements, the enrolment can be refused by WTS.

A suitable workplace is required to provide adequate facilities. It must include equipment, machinery, a range of work, product range, supervision and supervised (on-the-job) training. To allow the apprentice or trainee to successfully progress through the apprenticeship or traineeship to achieve successful completion.

Assessment Methods

Assessment is the process of collecting evidence and making judgements about whether an apprentice has achieved competency to the standard required in the workplace (as specified in a unit of competency or accredited module).

Evidence gathering will take place at work (on-the-job) and in the WTS monthly training sessions and external skill workshops (off-the-job). However, the application of skills in the workplace is a central tenet to the apprenticeship program, evidence is gathered as a person performs work tasks, in the workplace.

If an apprentice has not achieved competency, they can undertake further training and be re-assessed at a later stage. Additional cost may apply.

General Entry Requirements

To enrol into any WTS Qualification, an applicant must meet the following general entry requirements:

- Sufficient Language, Literacy & Numeracy (LLN)
- Have the required Digital Literacy skills
- Complete a Pre-Training Review and Enrolment Form
- A mobile phone with a camera to save and upload images and videos
- Internet access
- An email account
- A computer, laptop or tablet

Language, Literacy & Numeracy (LLN) and Digital Literacy skills

WTS's courses require different basic Language, Literacy & Numeracy (LLN) and Digital Literacy Skills.

Should your current skill level not meet the minimum requirements to complete the course, we will recommend that you undertake independent study to improve your skills, before commencing the course. Please contact WTS to further discuss your individual needs.

Additional Language, Literacy and Numeracy (LLN) and Digital Literacy Skills training may be available through a local Community based RTO, to achieve the required LLN level to enrol.

Pre-Training Review

A Pre-Training review is a procedure that is used to select the best course and training for a person. The Pre-Training Review is utilised at WTS to assess learner's present competencies and is an important part of the enrolment process. Eligible individuals who wish to access subsidised government placement, must be reviewed.

English Language Requirements

To successfully enrol in this course, you must have a level of proficiency in verbal and written English, allowing you to engage in the course materials, content, and trainer facilitation. This ensures that you can undertake the range of assessments.

Individual needs that CANNOT BE PROVIDED during the program delivery such as:

- Training materials in a foreign language, braille, or video/audio recording
- Provision of an interpreter/assistant to assist with language, sight, hearing or learning barriers

Charge for Non Attendance

The course is subject matter critical, and a MISSED session affects not only the learning but also the TRAINING TEAM'S scheduling and the qualification duration time for the learner.

Missed training sessions without 24-hour prior notification, result in personal CATCH UPS which incur \$250 trainer cost. The program allows 2 warnings per student, then unfortunately these charges must be passed onto the employer.

Continuing absenteeism without appropriate notice will result in cancellation from the program.

Reasonable Adjustment

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by WTS such as additional homework or video evidence.

Learner Support

The following learning support will be available:

- Additional Support Sessions available weekly
 - Session Recordings available with prior notice given
 - Completion Plans detailing agreed intervention strategies for learners who are not progressing
 - Phone and Email Support with 48 hours response time
-

Enrolment Eligibility Criteria

- If under 17 years and NOT enrolled in secondary education, have a school exit form
- If under 18 years, have a parent/guardian to approve and sign enrolment documentation
- If you are undertaking an apprenticeship/traineeship, have a signed training contract with your employer at the time of enrolment with WTS. Apply through an Australian Apprenticeship Network Provider
- Be an Australian citizen or a permanent resident, or New Zealand citizen residing in Australia for more than 6 months

Student Handbook

Further and more detailed information is provided in the WTS Student Handbook on our website.

Credit Transfer - Recognition of AQF Qualifications

Credit Transfer is the process of granting learner's credit for accredited study previously completed through another provider.

Learners will need to provide WTS with a copy of their Certificate and/or Statement of Attainment (or state equivalent) indicating a competent level of attainment. This must occur prior to the commencement of your enrolment with WTS. Learners are also asked to provide the contact details of the RTO from which they gained the competency.

Recognition of Prior Learning (RPL)

WTS has a comprehensive Recognition of Prior Learning (RPL) process for all courses and units within its scope of registration.

All learners will be provided with information on RPL prior to enrolment and all learners are offered the opportunity to take up this option during the enrolment process.



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Program Descriptor

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