



BSB40520

Certificate IV in Leadership and Management

Step Into Leadership with Confidence!

Are you ready to lead teams effectively, make informed decisions, and drive positive outcomes in your workplace?

This qualification equips emerging leaders and managers with the confidence and capability to inspire, guide, and support others in today's fast-paced workplaces.

Develop the skills to lead with clarity, build high-performing teams, and take responsibility for outcomes with professionalism.

Gain the tools to influence positively, navigate challenges, and drive results – setting the foundation for your growth as an effective and adaptable leader.





Course Overview

The **BSB40520 Certificate IV in Leadership and Management** qualification is designed for individuals working in leadership, supervisory, or management roles who are responsible for guiding and supporting others to achieve team and organisational objectives.

This qualification develops practical skills in leadership, communication, problem solving, operational planning, and risk management to enable participants to lead effectively in diverse workplace environments.

Students will build capability in leading teams, managing performance, fostering collaboration, resolving challenges, and implementing business improvement strategies.

The course integrates both leadership and management principles – emphasising emotional intelligence, stakeholder engagement, and managing personal wellbeing to sustain leadership performance.



Recommended For

This course is suited to emerging and current leaders such as team leaders, line managers, supervisors, and coordinators, including:

- **Emerging leaders and supervisors:** Gain the skills to confidently manage teams and guide staff towards achieving workplace goals.
- **Team leaders and operational managers:** Strengthen your ability to coordinate resources, manage performance, and drive productivity.
- **Professionals seeking career progression:** Acquire a nationally recognised qualification to advance into leadership roles across industries.
- **Individuals new to management roles:** Build a strong foundation in leadership principles, workplace communication, and operational planning to succeed in supervisory positions.

Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- Team Leader
- Supervisor
- Office Manager
- Operations Coordinator/Supervisor
- Line Manager.

Education Pathways

Students may undertake further study in leadership and management, such as *BSB50420 Diploma of Leadership and Management* or *BSB50820 Diploma of Project Management*.



Course Structure

This course consists of twelve (12) units of competency:

BSBLDR411 Demonstrate leadership in the workplace

Apply leadership skills to set a positive example, provide support, and guide others towards achieving team and organisational goals.

BSBLDR413 Lead effective workplace relationships

Develop and manage respectful, productive relationships to enhance team effectiveness and organisational performance.

BSBOPS402 Coordinate business operational plans

Implement and monitor operational plans to ensure efficient workplace practices and achievement of organisational objectives.

BSBXCM401 Apply communication strategies in the workplace

Use effective communication techniques to build relationships, clarify information and promote team cooperation.

BSBXTW401 Lead and facilitate a team

Lead and coordinate team members to achieve goals through effective communication, support, and collaboration.

BSBPEF402 Develop personal work priorities*

Plan, implement and monitor personal work goals, priorities and plans to ensure effective and efficient work performance.

BSBCRT411 Apply critical thinking to work practices*

Use critical thinking skills to identify and solve problems, make informed decisions and improve workplace practices.

BSBOPS403 Apply business risk management processes*

Identify, assess and manage risks within the workplace in accordance with organisational risk management policies.

BSBOPS405 Organise business meetings*

Plan, prepare for and facilitate meetings to achieve identified outcomes and follow organisational procedures.

BSBCMM411 Make presentations*

Prepare, deliver and review presentations to communicate information and ideas effectively to an audience.

BSBCMM412 Lead difficult conversations*

Prepare for and manage challenging workplace discussions to achieve positive outcomes and maintain professional relationships.

BSBWRT411 Write complex documents*

Plan, draft and finalise complex workplace documents that communicate information clearly, accurately, and professionally.

** Elective units are subject to change.*



Delivery Modes

Choose from a range of flexible delivery options:



Self-Paced Learning

Self-directed students complete the course via our Canvas LMS and receive remote support over the telephone, email, and Microsoft Teams. Please speak with our Student Services Team for more information.



Inhouse Training

This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.



Course Duration

This course is delivered through self-paced learning. Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.



Assessment Requirements

To achieve competency, students are required to complete a range of assessment tasks that reflect real-world skills and knowledge relevant to the course. These include:

- Knowledge-based questions
- Case studies and scenarios
- Workplace and simulated projects
- Audio or video evidence of practical demonstrations.

Students must meet all assessment criteria to be deemed competent.

Canvas LMS

Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.



Skills Recognition

Students may be eligible for recognition of prior learning or credit transfers, reducing the time and cost of their studies.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

To apply for RPL, please contact our Student Services Team. They will assess the student's suitability and discuss the process before sending an application kit.

Credit Transfer

Credit transfer allows students to receive recognition for equivalent units of competency they have successfully completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, students must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.



Course Outcome

Upon successful completion of all units, students will receive a nationally recognised qualification, which includes a Testamur and Record of Results certificate.



If students do not complete the full qualification, they will receive a Statement of Attainment for all successfully completed units of competency. This is a progression toward the nationally recognised qualification.



Course Requirements

To be eligible for this course, students must meet the following course requirements:

Prerequisites

Students need to have:

- Prior workplace experience where they have contributed to team outcomes or undertaken limited responsibility for the work of others, for example, as a team member, senior operator, or coordinator supporting daily operations.
- A basic understanding of workplace communication, teamwork, and operational procedures is recommended. Completion of a Certificate III-level qualification or equivalent workplace experience provides a suitable foundation.
- Experience participating in team environments, taking direction from supervisors, and engaging in problem-solving activities will support students to apply leadership concepts in practice.

Language, Literacy, Numeracy and Digital Skills

Students need the following level of language, literacy, numeracy and digital (LLND) skills for this course:

- **Reading:** Understand and interpret routine workplace documents such as procedures, reports, and safety instructions.
- **Writing:** Complete workplace records, reports, and correspondence using clear and structured language.
- **Communication:** Interact effectively with colleagues and supervisors to exchange information and provide feedback.
- **Numeracy:** Use basic mathematical skills to interpret data, manage schedules, and monitor resources.
- **Digital Literacy:** Use computers, online learning platforms, and common workplace software to complete tasks and assessments.

Student Resources

Students need to have the following resources:

- Computer with internet access
- Microsoft 365 or similar office software (Word, Excel, PowerPoint)
- Microsoft Teams, video camera, and microphone for remote support is recommended
- Current email address
- Access to a workplace, or simulated work environment, to complete assessments.

Eligibility and Selection Criteria

Students will complete an LLND assessment prior to enrolment to ensure the course is suitable.



Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

Support includes:

- **Trainer & Assessor Assistance:** Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- **Flexible Learning:** Learning materials, feedback, and assistance are accessible whether studying in person or remotely.
- **Personal Coaching:** Access one-on-one support with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- **Wellbeing Support:** Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course. The [Australian Counselling Service \(ACS\)](#) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing.



Course Fees

Self-Paced Learning	\$1,500 per student
Recognition of Prior Learning	\$1,300 per student
Inhouse Training	Contact us
Personal Coaching (after first free hour, if required)	\$150 per hour

Payment Plans

Payment plans are available. Terms and conditions are outlined in our [Fees and Refunds Policy](#).



Next Step

Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment process.

Once you complete the online enrolment form, our team will review your application and eligible students will be invited to complete a Language, Literacy, Numeracy and Digital (LLND) skills assessment.

After reviewing the LLND results, our team will provide individualised advice on course suitability before finalising the enrolment.

This process helps us confirm that the course aligns with the student's current skills and learning needs.

Need more information?

Read our [Trainwest Student Handbook](#) for details on our course policies, student services, and other essential information.

Contact us and speak with our team. We're here to answer any questions and help you choose the right course for you.



Head Office & Training Centre

Level 1, 23 Abbott Road, Perth Airport, WA 6105



Open Hours

8:00am to 4:30pm

Version 1.0 – 23/10/2025



Apply Now!

Contact Us



1300 938 411



admin@trainwest.com.au



trainwest.com.au

RTO Provider: 51807