



Australian Government

BSB40520 Certificate IV in Leadership and Management

Release: 4

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Modification History

Release	Comments
Release 4	<p>This version first released with BSB Business Services Training Package Version 8.0.</p> <p>Four newly created units for cyber security awareness added to Group B electives:</p> <ul style="list-style-type: none"> • BSBXCS406 Develop cyber security insider threat and risk response plans • BSBXCS407 Develop cyber hygiene best practice plan • BSBXCS408 Develop employee cyber security risk profiles • BSBXCS409 Plan and implement organisational cyber security insider threat prevention.
Release 3	<p>This version first released with BSB Business Services Training Package Version 7.2.</p> <p>Added <i>BSBWHS432X Contribute to organisational mental health response in the context of disruptive events</i> to the elective unit list.</p>
Release 2	<p>This version first released with BSB Business Services Training Package Version 7.1.</p> <p>Release created to amend typographical error in packaging rules.</p>
Release 1	<p>This version first released with BSB Business Services Training Package Version 7.0.</p>

Qualification Description

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12

5 core units plus

7 elective units, of which:

- 4 elective units must be selected from Group A
- for the remaining 3 elective units:
 - up to 3 units may be selected from Groups A and B
 - if not listed, up to 2 units may be selected from a Certificate IV or above, from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core units

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

Elective units

Group A

BSBCMM412 Lead difficult conversations

BSBCRT411 Apply critical thinking to work practices

BSBCRT413 Collaborate in creative processes

BSBFIN401 Report on financial activity

BSBLDR412 Communicate effectively as a workplace leader

BSBLDR414 Lead team effectiveness

BSBLDR521 Lead the development of diverse workforces

BSBOPS403 Apply business risk management processes

BSBPEF402 Develop personal work priorities

BSBST401 Promote innovation in team environments

BSBST502 Facilitate continuous improvement

BSBTWK401 Build and maintain business relationships

BSBWHS411 Implement and monitor WHS policies, procedures and programs

BSBWHS432X Contribute to organisational mental health response in the context of disruptive events

BSBXBD403 Analyse big data

BSBXBD404 Use big data for operational decision making

Group B

BSBCRT412 Articulate, present and debate ideas

BSBOPS401 Coordinate business resources

BSBOPS404 Implement customer service strategies

BSBOPS405 Organise business meetings

BSBOPS407X Support organisational response to disruption

BSBPEF401 Manage personal health and wellbeing

BSBPEF403 Lead personal development

BSBPEF502 Develop and use emotional intelligence

BSBPMG430 Undertake project work

BSBSUS411 Implement and monitor environmentally sustainable work practices

BSBSUS412 Develop and implement workplace sustainability plans

BSBWRT411 Write complex documents

BSBXCS406 Develop cyber security insider threat and risk response plans

BSBXCS407 Develop cyber hygiene best practice plan

BSBXCS408 Develop employee cyber security risk profiles

BSBXCS409 Plan and implement organisational cyber security insider threat prevention strategies

SIRXCEG004 Create a customer-centric culture

Qualification Mapping Information

Supersedes and is equivalent to BSB42015 Certificate IV in Leadership and Management.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>