

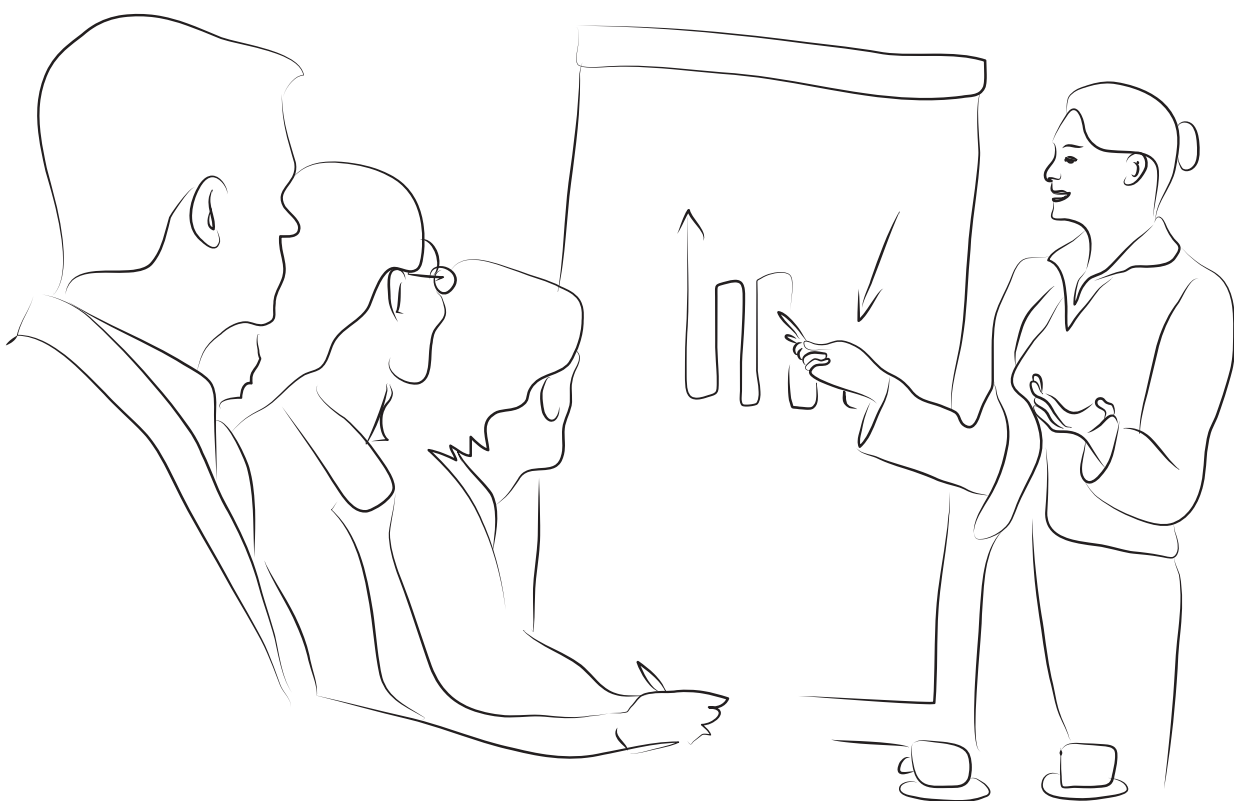
*SUMMER SPECIAL*

# Learner

Course  
Outline



BSB40520 Certificate IV in  
Leadership and Management



## Overview

Bant Training Pty Ltd is a Registered Training Organisation (RTO) (RTO Code 46365) registered with the Australian Skills Quality Authority (ASQA) providing Nationally Recognised Training to the health, transport and business sectors. Bant Training is proud to offer the BSB40520 Certificate IV in Leadership and Management as a 12month part time program. The program involves learning activities and workplace-based confirmation of skills. This program provides learners with skills and knowledge required of learners looking to further develop their skills in a supervisor, leadership or management role.

This qualification reflects the role of existing business services employees leadership skills to develop their existing skills from the workplace into more of a senior role within the workplace. As business industries require extensive knowledge in leadership, Bant Training believes giving learners the qualification the training and knowledge within this qualification is essential to ensure learners can perform their duties successfully.

## Pre-enrolment Information

Learners can access further information regarding programs and delivery, including access to further pathways, recognition of prior learning, credit transfer options, complaints and appeals processes, training and assessment delivery including definitions on how you will be assessed through the Learner Handbook. The Learner Handbook will also provide further information regarding Bant Training's obligations to the learner including, language literacy and numeracy, consumer protection, legislative compliance including privacy, Unique Learner Identifier information, and the Learners obligations which include where applicable any fees, refunds, requirements for successful completion of training and assessment and any material and equipment requirements.

## Why study with Bant Training?

Working in the VET space for almost 20 years Bant Training's management have a wealth of knowledge and experience delivering training and assessment to learners, and believe they have the right methods of delivery, quality trainers and assessors, and efficient processes and systems to give learners quality service and outcomes.

## What will you learn?

Depending on your role and the qualification chosen students will learn a range of skills and knowledge relevant to their job role, giving them access to improve on their current workplace experience and give them additional skills to help further progress their current abilities. For a BSB40520 Certificate IV in Leadership and Management – this is targeted at learners in a leadership or supervisory role in either a front facing or business management role.

## Reasons for training

Bant Training can provide learners with a nationally accredited training qualification, and the skills and knowledge needed to work in your current employment.

## Training Benefits

1. Increased job satisfaction
2. Learners understand how their role fits into the overall process
3. Nationally recognised qualifications and/or Statement of Attainment to successfully completed learners
4. Planning and problem-solving skills that will deliver improved results and outcomes for the business



## Who is responsible for your training?

Bant Training is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

## Program outline

Bant Training offers online study for this course, this includes training and assessment sessions delivered online with a trainer, 144 hours of online learning, and 144 hours of on-the-job training. The course modules (clusters) are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject. As Bant Training requires skills to be demonstrated in a fully operational workplace, with the correct equipment and facilities, Bant Training does require that learner to be employed in a workplace relevant to their job role that corresponds to a relevant qualification prior to enrolment. The training and assessment are conducted online and within the learner's workplace.

## Location of Training

The training and assessment are conducted online and within the learner's workplace.

## Expected duration

The program is designed to be delivered over 12 months. Bant Training is able to support participants that need additional time. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration.

## Assessment requirements

The assessment is conducted using a combination of realistic performance evidence demonstrations, project work, questions and answers, and Training Record Logbook and Third-Party Reports. The following provides a brief explanation of the assessment methods that are to be applied:

1. Performance Evidence Demonstration. The Learner is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. These activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the Learner apply their knowledge and skills during practical activity.
2. Project Work. The Learner is required to undertake a range of projects in the context of his or her own workplace or on a case study that is provided by the assessor. A project will require the creation of various workplace documents (reports, memos, etc). Projects will often have a practical presentation component where the Learner will be asked to present the outcomes of their project
3. Questions and Answers. The Learner is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the Learner by the assessor at an arranged time and the Learner will be required to individually complete the test. The Learner may research their answers from the course training materials and notes as well as relevant workplace references.

## How will you be assessed?

Learners are not marked on percentages or scored based on answers but are to achieve a competent result to be successful in assessment. If a Learner is not deemed competent, they will be deemed Not Yet Competent and given two more opportunities to rectify. See the Bant Training's Learner Handbook for more information on Assessment Outcomes. Bant Training provides learners with clear descriptions of the performance standards expected of them. Assessment is conducted in accordance with the quality standards of the assessment procedure as approved by the National Skills Standard Council, the Standards for RTOs, and training package requirements for the course or qualification. Assessment is conducted according to training plans developed and agreed between the learner, Bant Training, and employer. Bant Training informs learners of all requirements prior to formal assessment. This includes the assessment methods, assessment instructions, assessment duration, assessment tools and any applicable reasonable adjustments to the assessment process where appropriate.

## Working with Children Check

All persons working in close contact with children in NSW must have a current Working with Children Check from the NSW Office of the Children's Guardian:

<https://wwwcccheck.ccyp.nsw.gov.au/Applicants/Application>

## Recognition of Prior Learning

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program. Learners are encouraged to notify Bant Training of their interest or intention to apply for RPL prior to their enrolment. We will provide you a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

## Learner Information

Detailed Learner information is available within our Learner Handbook which is supplied with the enrolment package. This handbook contains important information about a Learner's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

## Dress and Equipment Requirements

Learners are required to present in work attire representative to their workplace when participating in practical activities. Learner will require basic stationary and a notebook according to their own study preferences during online and their own self-paced study. Access to a computer which has an internet connection is recommended to assist learners to undertake online study, access our learner portal, and research in response to some assessment tasks. Learners may bring portable electronic devices to online sessions such as small laptops or tablets if they wish. Learners will also be provided with a workbook for all units of competency.



## Fees and Charges

The Summer Special Promotional price of \$1000.00 for the course is available for enrolments made up to and including 16th March 2026. Enrolments received after this date will be charged at the standard course price, which may differ from the promotional rate. Terms and conditions apply. The fees are payable prior to enrolment of the course. Bant Training is negotiable on payment options, and payments in intervals, but will expect all fees to be paid within 10 months of commencement of the training start date. Learners, please note Bant Training's Fees and Charges including refunds in the schedule of fees on our website and within the Learner Handbook for more information on this.

## Certification

On successful completion of the entire training program or a unit of competency, provide all fees are paid, Bant Training will issue learners with a nationally recognised certificate, showing all successful units completed. If a learner does not complete the entire course, you will be provided with a statement of attainment showing any units of competency successfully completed.

## National Recognition

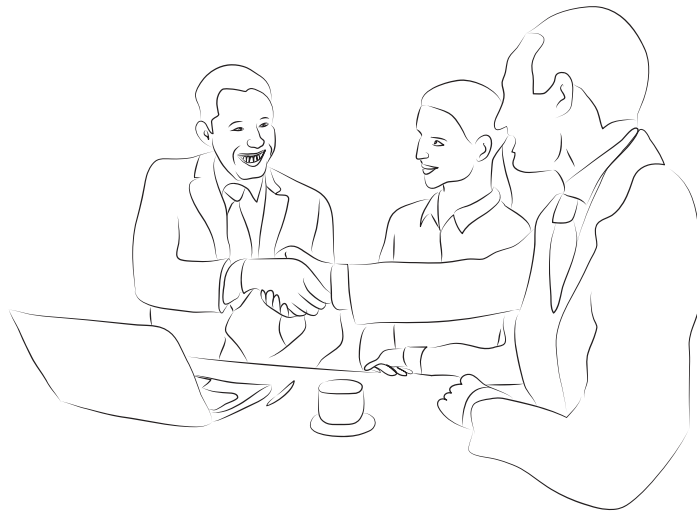
These competencies have been drawn from the nationally endorsed industry training package the Business Services Training Package. On successfully completing the training and assessment, the BSB40520 Certificate IV in Leadership and Management qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider children's services community. Bant Training will issue a qualification within 30 days of the final assessment being completed.

## Delivery Sequence

Commence operational plan planning	BSBOPS402 Coordinate business operational plans
Develop Priority plans for the operations	BSBOPS402 Coordinate business operational plans BSBPEF402 Develop personal work priorities
Communicate plans with the team	BSBOPS402 Coordinate business operational plans BSBXCM401 Apply communication strategies in the workplace BSBLDR412 Communicate effectively as a workplace leader
Discuss ideas and operational plans with the team	BSBOPS402 Coordinate business operational plans BSBCRT412 Articulate, present and debate ideas
Lead the operational plan	BSBOPS402 Coordinate business operational plans BSBLDR411 Demonstrate leadership in the workplace BSBLDR413 Lead effective workplace relationships
Show teamwork in developing the operational plans	BSBOPS402 Coordinate business operational plans BSBXTW401 Lead and facilitate a team BSBLDR414 Lead team effectiveness
Integrate customer service strategies	BSBOPS402 Coordinate business operational plans BSBOPS404 Implement customer service strategies
Organize operational plan resources	BSBOPS402 Coordinate business operational plans BSBOPS401 Coordinate business resources
Continually improve plans	BSBOPS402 Coordinate business operational plans BSBSTR502 Facilitate continuous improvement

**Want to know more?**

02 8201 3189  
support@bant.com.au  
bant.com.au  
PO Box 211 Casula Mall



# Questions?

**P** 02 8201 3189  
**E** [support@bant.com.au](mailto:support@bant.com.au)  
**W** [bant.com.au](http://bant.com.au)



**bant**

# BSB40520 Certificate IV in Leadership and Management

## 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

## Electives Units

BSBLDR412 Communicate effectively as a workplace leader

BSBLDR414 Lead team effectiveness

BSBPEF402 Develop personal work priorities

BSBST502 Facilitate continuous improvement

BSBOPS404 Implement customer service strategies

BSBCRT412 Articulate, present and debate ideas

BSBOPS401 Coordinate business resources



## Units of Competency

The BSB40520 Certificate IV in Leadership and Management is an advanced level qualification that would suits 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 provide leadership, guidance, and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources. To be issued the qualification BSB40520 Certificate IV in Leadership and Management a learner must be assessed as competent in 12 units of competency. The units of competency including 5 core and 7 elective units, in the areas of operational planning, communication, customer service, leadership, budgeting and costing, prioritisation, and continuous improvement. The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by Bant Training.



RTO Code 46365

Bant Training Pty Ltd V1 Page 1 Of 2



# BSB40520 Certificate IV in Leadership and Management

## Entry Requirements

Bant Training requires learners to already be employed in a business will have a level of pre-existing knowledge, particularly around business, and if possible, in a leadership capacity. Students could be new workers with experience previous employment where there may have been cross over skills and will be dependent on the student. The following local entry requirements apply to ensure applicants can fully engage in the course and have the required learning capacity to meeting the course requirements. Must have Australian residency or eligible qualifying visa status to apply. Other eligibilty criteria may apply. Contact us for more information.



Learners must:

- Learners must be employed in a workplace role where they are a leader or in an emerging leadership role
- Learners must the support of the workplace to complete the requirements of the course and to provide the required facilities and equipment
- Have suitable language, literacy and numeracy skills to perform workplace tasks such as measuring, weighing and comprehending written work instructions.
- Able to commit to the the study and progress requirements.

