BSB40520

Certificate IV Leadership & Management

2023 Schedule Planner – Live Online Workshops

The Certificate IV in Leadership & Management is delivered in **unit CLUSTERS**. Each **vertical BLOCK of time** shows the order and dates in which the workshops are scheduled.

It is important that you commit to all workshop dates in each block. Assessments are due within 6 weeks of attending workshops

Underneath your workshop dates you will see the corresponding enrolment block you will choose at enrolment

LEGEND

☐ Saturday Workshops

Unit Code	Unit Title	Rule	Nominal Hours	Cost ($) Full	Cost ($) Skills First	Cost ($) Concession	Cluster Name	Duration (Days)	Scheduled Days 2023 - Live Online						
									Block Group Name						
									Feb Group	March Saturday Group	April Group	May Group	June Saturday Group	Aug Group	Oct Group
BSBLDR412	Communicate effectively as a workplace leader	Group A	40	$419.60	$167.20	$33.44	Effective Communication	2	6/02/2023 & 7/02/2023 VE Jan Block	18/03/2023 & 25/03/2023 VE March Block	3/04/2023 & 4/04/2023 VE Block 4	15/05/2023 & 16/05/2023 VE May Block	24/06/2023 & 1/07/2023 VE June Block	7/08/2023 & 8/08/2023 VE Aug Block	24/10/2023 & 25/10/2023 VE Oct Block
BSBWRT411	Write complex documents	Group B	50	$524.50	$209.00	$41.80									
BSBXCM401	Apply communication strategies in the workplace	Core	50	$524.50	$209.00	$41.80									
BSBLDR414	Lead team effectiveness	Group A	50	$524.50	$209.00	$41.80	Team Leadership and Development	3	20/03/2023, 21/03/2023 & 22/03/2023 VE March Block	6/05/2023, 13/05/2023 & 20/05/2023 VE May Block	17/05/2023, 18/05/2023 & 19/05/2023 VE Block 5	26/06/2023, 27/06/2023 & 28/06/2023 VE June Block	12/08/2023, 19/08/2023 & 26/08/2023 VE Aug Block	18/09/2023, 19/09/2023 & 20/09/2023 VE Sept Block	5/12/2023, 6/12/2023 & 7/12/2023 VE Dec Block
BSBHRM413	Support the learning and development of teams and individuals	Import	40	$419.60	$167.20	$33.44									
BSBLDR411	Demonstrate leadership in the workplace	Core	50	$524.50	$209.00	$41.80									
BSBXTW401	Lead and facilitate a team	Core	50	$524.50	$209.00	$41.80									
BSBOPS404	Implement customer service strategies	Group B	40	$419.60	$167.20	$33.44	Customer Service	1	2/05/2023 VE May Block	1/07/2023 VE July Block	29/06/2023 VE Block 6	8/08/2023 VE Aug Block	7/10/2023 VE Oct Block	31/10/2023 VE Oct Block	17 Jan VE Jan Block
BSBOPS402	Coordinate business operational plans	Core	40	$419.60	$167.20	$33.44	Operational Plans	1	14/06/2023 VE June Block	12/08/2023 VE Aug Block	9/08/2023 VE Block 8	18/09/2023 VE Sept Block	18/11/2023 VE Nov Block	11/12/2023 VE Dec Block	27 Feb VE Feb Block
BSBOPS403	Apply business risk management processes	Group A	50	$524.50	$209.00	$41.80									
BSBPEF402	Develop personal work priorities	Group A	40	$419.60	$167.20	$33.44	Work Priorities	1	27/07/2023 VE July Block	23/09/2023 VE Sept Block	20/09/2023 VE Block 9	30/10/2023 VE Oct Block	20 Jan VE Jan Block	24 Jan VE Jan Block	9 Apr VE Apr Block
BSBLDR413	Lead effective workplace relationships	Core	50	$524.50	$209.00	$41.80	Workplace Relationships	1	4/09/2023 VE Sept Block	4/11/2023 VE Nov Block	1/11/2023 VE Block 11	11/12/2023 VE Dec Block	2 Mar VE Feb Block	6 Mar VE Mar Block	21 May VE May Block
	Total Price			$5,769.50	$2,299.00	$459.80		9 days							

If you would like further assistance, feel free to contact our Customer Development Advisors on 1800 633 560

Please ensure that any **withdrawal** request is submitted **before the census date** for your relevant units. You can find this information on your Statement of Account and Tax Invoice by logging in to **My Financials**. Withdrawing after the census date will result in full fees being applicable.