

BSB40520

Certificate IV Leadership & Management

2024 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 2024 - 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	\$440.65	\$175.64	\$35.13	Effective Communication	2	6 & 7 Feb VE Jan Block	16 & 23 March VE March Block	3 & 4 Apr VE Block 4	15 & 16 May VE May Block	22 & 29 June VE June Block	7 & 8 Aug VE Aug Block	24 & 25 Oct VE Oct Block
BSBWRT411	Write complex documents	Group B	50	\$550.82	\$219.55	\$43.91									
BSBXC401	Apply communication strategies in the workplace	Core	50	\$550.82	\$219.55	\$43.91									
BSBLDR414	Lead team effectiveness	Group A	50	\$550.82	\$219.55	\$43.91	Team Leadership and Development	3	19, 20 & 21 Mar VE March Block	4, 11 & 18 May VE May Block	15, 16 & 17 May VE Block 5	26, 27 & 28 June VE June Block	10, 17 & 24 Aug VE Aug Block	18, 19 & 20 Sept VE Sept Block	4, 5 & 6 Dec VE Dec Block
BSBHRM413	Support the learning and development of teams and individuals	Import	40	\$440.65	\$175.64	\$35.13									
BSBLDR411	Demonstrate leadership in the workplace	Core	50	\$550.82	\$219.55	\$43.91									
BSBXTW401	Lead and facilitate a team	Core	50	\$550.82	\$219.55	\$43.91									
BSBOPS404	Implement customer service strategies	Group B	40	\$440.65	\$175.64	\$35.13	Customer Service	1	1 May VE May Block	29 July VE July Block	26 June VE Block 6	8 Aug VE Aug Block	5 Oct VE Oct Block	31 Oct VE Nov Block	2025
BSBOPS402	Coordinate business operational plans	Core	40	\$440.65	\$175.64	\$35.13	Operational Plans	1	11 June VE June Block	10 Aug VE Aug Block	7 Aug VE Block 8	18 Sept VE Sept Block	16 Nov VE Nov Block	11 Dec VE Dec Block	2025
BSBOPS403	Apply business risk management processes	Group A	50	\$550.82	\$219.55	\$43.91									
BSBPEF402	Develop personal work priorities	Group A	40	\$440.65	\$175.64	\$35.13	Work Priorities	1	22 July VE July Block	21 Sept VE Sept Block	18 Sept VE Block 9	30 Oct VE Oct Block	2025	2025	2025
BSBLDR413	Lead effective workplace relationships	Core	50	\$550.82	\$219.55	\$43.91	Workplace Relationships	1	2 Sept VE Sept Block	2 Nov VE Nov Block	30 Oct VE Block 11	11 Dec VE Dec Block	2025	2025	2025
Total Price				\$6,059.00	\$2,415.00	\$483.00	9 days								

If you would like further assistance, feel free to contact our Course 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.**