

# COURSE BROCHURE

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BSB40520

CERTIFICATE IV IN  
LEADERSHIP AND  
MANAGEMENT



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## ABOUT THIS BROCHURE

This brochure provides all the information you need to know about enrolling in the BSB40520 Certificate IV in Leadership and Management.

## COURSE DETAILS

PROVIDER NAME	Western Star Academy
RTO CODE	46237
CRICOS CODE	04260C
CRICOS COURSE CODE	116187J
LOCATION OF COURSE	Level 2 80 Mount St, North Sydney, New South Wales 2060
DELIVERY MODE	This program is delivered in the classroom and online
DURATION	52 weeks, including 40 study weeks and 12 weeks of holidays.
STUDY LOAD	20 hours per week comprising of 13.5 hours of classroom training and assessment and 6.5 hours per week online study.



## OVERVIEW OF COURSE

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.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB40520>

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is targeted at international students who are:

- seeking to pursue a career in leadership and management
- seeking to enter a new industry sector
- seeking a pathway to higher-level qualifications.

Completing this course may provide you with employment or learning opportunities. Potential employment options are in a range of leadership and management roles in a range of industry areas. Further education pathways may include the BSB50420 Diploma of Leadership and Management or a range of qualifications at Diploma level from the BSB Business Services Training Package

## WHAT CAN I EXPECT?

The following units are included in this course, and all are required for the award of the qualification. If you successfully complete some but not all units, you will be awarded with a Statement of Attainment.

CODE	TITLE	CORE OR ELECTIVE
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBSTR401	Promote innovation in team environments	Group A Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Group A Elective
BSBPEF402	Develop personal work priorities	Group A Elective
BSBOPS403	Apply business risk management processes	Group A Elective
BSBOPS405	Organise business meetings	Group B Elective
BSBCRT412	Articulate, present and debate ideas	Group B Elective
BSBOPS404	Implement customer service strategies	Group B Elective

## TRAINING AND ASSESSMENT INFORMATION

This course is delivered through face-to-face training and assessment.

The timetable for this course will be advised in your Offer Letter and Student Agreement.

You are required to attend classes for 14 hours per week, as well as complete 6 hours of structured self-study per week for 40 study weeks (4 terms of 10 weeks each). Holiday breaks are 12 weeks in total and the timing of these breaks will be advised in your timetable when you start your course.

Face to face sessions include a mix of theory and practical activities with a focus on creating a real-life workplace.

In addition to face-to-face training and assessment and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- written questions
- projects
- presentations
- reports
- role plays/observations.

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.

## COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

## STUDENT SUPPORT

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events

- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

## RESOURCE REQUIREMENTS

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

### PC

	MINIMUM REQUIREMENTS
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

### MACOS

	MINIMUM REQUIREMENTS
Processor	Multicore Intel processor with 64-bit support
Operating system	Big Sur

MINIMUM REQUIREMENTS	
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

NAME OF SOFTWARE	ASSOCIATED COSTS	
Office 365	\$109 annually	<a href="https://products.office.com/en-au/buy/office">https://products.office.com/en-au/buy/office</a>
LAPTOP DETAILS	ASSOCIATED COSTS	
Any laptop that meets the specifications above	\$450 (approximate only)	Various

## COURSE CREDIT

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at <https://www.westernstaracademy.edu.au/forms>.

Please note that although we are required to offer you recognised prior learning (RPL), it would not be expected as an international student that you would pursue this opportunity as most likely you would not have relevant workplace experience and existing skills and knowledge.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

## WHAT ARE THE ENTRY REQUIREMENTS?

Western Star Academy has the following entry requirements:

You must:

- be at least 18 years of age and have completed the equivalent of Year 10
- participate in a course entry interview to determine suitability for the course and student needs. The course entry interview will also assess whether students can use digital technologies.
- have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - educated for 3 years in an English-speaking country; or
  - successful completion of an English Placement Test at IELTS level 5.5.

*\*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

## HOW MUCH DOES IT COST?

The costs for this course are as follows:

TUITION FEES	Course fees: \$9,000 AUD Enrolment fee: \$300 AUD Material fee: \$200 AUD
NON-TUITION FEES	May apply and can be found in our International Student Handbook on our website at <a href="https://www.westernstaracademy.edu.au/forms">https://www.westernstaracademy.edu.au/forms</a> .

*Course fees do not include laptops or software – see information above.*

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Western Star Academy provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs> .

## HOW CAN I APPLY?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate

- proof of English language proficiency as specified in the entry requirements.

## WHERE TO FROM HERE?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Western Star Academy's International Student Handbook. This can be found online at <https://www.westernstaracademy.edu.au/forms>.