




COURSE INFORMATION

BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

PROGRAM DETAILS	
Qualification Code	BSB40520
Qualification Name	Certificate IV in Leadership and Management
Training Package	Business Services Training Package
CRICOS Course Code	111695G
Qualification Requirements	Total Units: 12 Core: 5 Elective: 7 Refer to: https://training.gov.au/Training/Details/BSB40520
	
DELIVERY MODE, DURATION AND LOCATION	
Delivery Modes	Classroom based face-to-face (20 hours per week)
Program Duration	This program will be delivered over 52 weeks (4 terms with 10 weeks in each term and 12 weeks of holiday).
Delivery Period	Current
Delivery Sites	Level 10, 420 Pitt Street, Haymarket, NSW 2000
ENTRY REQUIREMENTS	
<p>Students may be new entrants. Credit and/or RPL can be provided for those with existing skills and knowledge allowing such students to complete the course in a shorter time frame.</p> <p>Domestic:</p> <p>Target groups for the Certificate IV in Leadership and Management are those who are 18 years or over, and:</p> <ul style="list-style-type: none"> • Seeking to pursue a career as an area manager, department manager, regional manager • Seeking to enter a new industry sector or a pathway to higher education qualifications • All students must be aged 18 or above and have satisfactorily completed Year 12 or equivalent <p>No formal qualifications or vocational experience is required. However, applicants must have a demonstrated capacity in learning, reading, writing, oral and numeracy competencies to the appropriate level of the Australian Core Skills Framework (ACSF). This will be tested prior to enrolment in the qualification.</p> <p>International Students:</p> <p>Entry requirements for this qualification are:</p> <ul style="list-style-type: none"> • All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications <p>No formal qualifications or vocational experience is required.</p> <p>IBMA shall conduct a mandatory RTO Suitability Test for LLND Assessment for every new applicant to assess their Language, Literacy, Numeracy and Digital Literacy (LLND) levels. This is to identify whether the student possesses the necessary skills to enrol and study in their chosen course at IBMA. If a student is deemed to require further support in any of the LLND skills, IBMA shall conduct the necessary LLND Assessment and provide support to ensure the student's skill levels are sufficient to continue studies in their desired qualification.</p> <p>International students must also meet IBMA's standards for English Proficiency. To demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the followings:</p>	



- Academic IELTS (International English Language Testing System) overall band score: 6.0 (test results must be no more than 2 years old).
- PTE Academic (Pearson Test of English) test score band: 50
- CAE (Cambridge English Advanced) test score band: 162
- OET (Occupational English Test) test score band: Minimum B for each test component

Note – Exceptions: Students from Level 1 countries, & students from English speaking countries (both, as determined by the DHA), may be granted exceptional consideration.

An overseas student who has studied in Australia for at least 12 months will be deemed to have required level of language proficiency provided the application is accompanied by proof that he/she has duly completed Certificate IV.

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students' English proficiency to an equivalent level to IELTS 6.0 at the clients' cost as per their choice within the registered/approved provider. Production of proof of successful completion of such a course will be accepted by IBMA as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test in the campus to assess whether their English level can meet the requirements of entry into the Certificate course. In some instances, to confirm the suitability of your enrolment into the course, you may participate in an interview with our Director of Academic Affairs who will determine the suitability of your enrolment into the course. This interview will occur via an online meeting such as Skype or face to face.

PRE-REQUISITES

There are no prerequisite requirements for individual units of competency.

UNITS

No	Unit Code	Unit Name	Core/ Elective	Amount of Training		
				Formal training	Assessment	Self-study
1	BSBLDR411	Demonstrate leadership in the workplace	Core	50	10	30
2	BSBLDR413	Lead effective workplace relationships	Core	50	10	30
3	BSBOPS402	Coordinate business operational plans	Core	35	5	30
4	BSBXCM401	Apply communication strategies in the workplace	Core	50	10	30
5	BSBXTW401	Lead and facilitate a team	Core	50	10	30
6	BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective	80	20	30
7	BSBSTR502	Facilitate continuous improvement	Elective	80	20	50
8	BSBLDR521	Lead the development of diverse workforces	Elective	50	10	30
9	BSBOPS403	Apply business risk management processes	Elective	50	10	30
10	BSBPEF502	Develop and use emotional intelligence	Elective	80	20	50
11	BSBHRM415	Coordinate recruitment and onboarding	Elective	50	10	30
12	BSBWRT311	Write simple documents	Elective	35	5	30



PATHWAYS

Pathways from the Qualification

After achieving this qualification candidate may choose to undertake studies in BSB50420 Diploma of Leadership and Management or higher education at university level.

While job roles and titles vary across different industry sectors, students who complete this course may gain work as a:

- Business Manager
- Finance Manager
- Sales Manager
- Operations Manager
- Team Manager
- Human Resource Manager
- Service Manager

STUDYING AND LIVING IN AUSTRALIA

You can find lots of useful information about living and studying in Australia at the <https://www.studyinaustralia.gov.au/> website and further information about other costs via the <https://www.livingin-australia.com/> website.

FURTHER INFORMATION

Please refer to our Student Services tab for more information relating to studying with IBMA in Australia. Our Student Handbook gives you a step by step guide on how IBMA will support you with your enrolment and study within Australia; so that you can make an informed decision about your future studies.

HOW TO ENROL/APPLY

Please refer to our Student Services tab for more information relating to studying with IBMA in Australia. Our Student Handbook gives you a step-by-step guide on how IBMA will support you with your enrolment and study within Australia; so that you can make an informed decision about your future studies.

Assessment Arrangements

Assessment will occur through a variety of methods, including projects incorporating observation, case studies and short answer questions. Assessment conditions will ensure a simulated workplace environment.

To complete the wide range of assessments, IBMA will offer the following support:

- Face to face, classroom-based learning Theory Session: underpinning knowledge.
- Ongoing Online Support: email, resources, research. IBMA (staff, trainers and assessors) will maintain regular communication with students over phone and email during outside of face-to-face training sessions to ensure that students always have adequate access to resources and support throughout their course duration.
- Skills Session: use of computer programs such as power-point, word and excel, report preparation & writing, interpreting & analysing complex material.

If any special requirements are identified during the student's suitability assessment, IBMA can offer reasonable adjustments on a case-by-case basis to assist the student in completing their assessment. Alternatively, if needed, the student can also seek external support at their own cost to fulfill their skill levels in order to undertake the desired course.

ACADEMIC INTEGRITY AT IBMA

IBMA is committed to fair and honest learning. All students must complete their own work, acknowledge sources (including AI tools), and follow clear assessment rules. We use a Reliability & Integrity Framework to make sure assessments are consistent, fair, and trustworthy across all courses. Cheating, plagiarism, or misuse of technology is treated seriously, while support and guidance are provided to help students understand academic expectations. This ensures your qualification is respected and valued in Australia and internationally.

TRANSITION ARRANGEMENTS

IBMA complies with ASQA's General Direction: Transition and teach out. When there are major changes to the Training Package, the Director of Academic Affairs and management team will review the changes made and create a plan to transition to the new training package requirements and cater for teach-out arrangements for



students where required. The progress of the transition and teach-out will be monitored by the Director of Academic Affairs and the management team.

STUDENT SUPPORT AND WELLBEING

IBMA seeks to provide quality student learning experience, appropriate to the age, stage, background and circumstances of a diverse student population, regardless of their place or mode of study. IBMA offers extensive support services to all students and additional support services to CRICOS international students from different countries in acknowledgement of the challenges faced when studying abroad.

At the orientation into the qualification and during the entire course of training, IBMA shall:

- Identify the wellbeing needs of each student cohort by referring to the training product content and the characteristics of our student groups.
- Provide clear information to students about available support services and or other external organisations they can contact.
- Always maintain student privacy and seek consent before taking any wellbeing-related action.
- Monitor student wellbeing throughout the entire training and assessment journey—not just at enrolment.
- Ensure our staff and third parties understand and apply this policy in practice.
- Continuously improves our wellbeing strategies through student feedback and research.

For any queries, the IBMA administration team can be consulted either in person, over the phone or via email.

HOW TO ENROL/APPLY

Visit the college campus for direct enrolment

Administration Business hours:

Monday – Friday

7:00 am – 10:00 pm

(Reception and Admin are closed on the weekends)

OR

Click on the Enrolment tab, download the application for enrolment form and forward queries to info@ibma.edu.au

OR

Click on Apply Now within the Course of your choice and complete the online application form

We have Course Intake Dates throughout the year. Contact the IBMA Admin Team for further details

