




**Course Brochure – BSB40215 Certificate IV in Leadership and Management
(CRICOS Course Code: 103200B)**

Course details	
Provider Name	Melbourne College of Business and Technology
RTO Code	45217
CRICOS Code	03631M
Location of course	Unit 101, 991 Whitehorse Road, Box Hill VIC 3128
Delivery mode	Face to face (Classroom based)
Duration	26 weeks, including 22 study weeks and 4 weeks of holidays.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	10 hours per week <i>(may be more or less depending on learner's pre-existing skills and knowledge)</i>



NATIONALLY RECOGNISED
TRAINING

BSB40215 Certificate IV in Leadership and Management

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 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.

Course Entry Requirements:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Melbourne College of Business and Technology requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level of at least 5.5 or equivalent or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 12 or equivalent
- Are at least at age of 18 on the date of course commencement

Please Note: all the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology.



Covid-19 Variation to Delivery and Assessment Strategy

Additional entry requirements:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).
- Student must have sound digital literacy.
- Where classroom visit is required to conduct the assessments in the compliant way and in accordance with Standard 1.8 of SRT0 2015, Melbourne College of Business and Technology would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.

During COVID-19 (coronavirus) outbreak, Melbourne College of Business and Technology will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Melbourne College of Business and Technology aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

Melbourne College of Business and Technology will seek student's consent of online delivery and assessment (where possible) prior to their enrolment during this Covid-19 outbreak.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in simulated environment will be managed. We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.

Orientation:

New student Orientation will be done via phone, e-mail and Zoom. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions.

If you have any questions regarding this process, please contact +61 (3) 9018 5699 or enquiry@mcvt.vic.edu.au. Please email or call the Student administration should you require any additional support.

Classes

During Covid-19, Melbourne College of Business and Technology will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class; or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment,



student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

Current Situation

Guided by the government advice and our own assessment, we will begin permitting more essential learning, support sessions, delivery and assessment and other related activities back on campus in the coming weeks. Students will be advised from time to time. To ensure we are carefully managing the number of students, staff and trainers/assessors on campus, Melbourne College of Business and Technology will initially provide specific approval (on a case-by-case basis) for anyone to attend campus. For further details, please refer to:

<https://www.studyinaustralia.gov.au/English/Study-in-Australia-student-support/latest-information-and-updates-student-support>

<https://covid19.homeaffairs.gov.au/student-visa>

<https://www.studyinaustralia.gov.au/English/Study-in-Australia-student-support/travel-visas>

<https://www.coronavirus.vic.gov.au/education-information-about-coronavirus-covid-19>

<https://www.coronavirus.vic.gov.au/work-and-study-victoria-last-step#can-i-still-go-to-my-classes-at-tafe-college-or-university>

<https://www.studymelbourne.vic.gov.au/news-updates/coronavirus-covid-19-faqs>

Online options

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

Assessment

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

Support

All staff at Melbourne College of Business and Technology will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Melbourne College of Business and Technology will also provide online academic and language support and student support staff are always here to help.

OFFSHORE: Current and New Students

Please note that the Australian Government has closed entry into Australia. This excludes permanent resident, Australian citizens and their immediate family members.



In summary:

- Some students currently offshore will be allowed to commence their studies online.
- The admissions process will be the same.
- Students will need to have meet all language, literacy and numeracy requirements.

Pathways:

Once students have successfully completed BSB42015 Certificate IV in Leadership and Management, they can apply for various roles across entry level positions that have responsibility for the work of other staff and work with teams.

The further study pathways available to students who undertake this qualification include:

- BSB51918 Diploma of Leadership and management
- Other Diploma or Advanced Diploma programs in related fields such as business, management, marketing.

Course Structure:

A total of 12 Units (4 Core and 8 electives) must be completed and deemed competent to achieve the qualification BSB42015 Certificate IV in Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBLDR401	Communicate effectively as a workplace leader	Core
BSBLDR402	Lead effective workplace relationships	Core
BSBLDR403	Lead team effectiveness	Core
BSBMGT402	Implement operational plan	Core
BSBFIA412	Report on financial activity	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBRISK401	Identify risk and apply risk management processes	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective
BSBCMM410	Make a presentation	Elective



Code	Title	Core/ Elective
BSBCUS402	Address customer needs	Elective
BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective
BSBPMG522	Undertake project work	Elective

Course Progress and Attendance

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

Recognition of Prior Learning (RPL)/Credit Transfer (CT)

Melbourne College of Business and Technology (MCBT) will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. MCBT has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Fee information

Please contact Melbourne College of Business and Technology at +61 3 9018 5699 for further details and ongoing specials (if applicable) on pricing. Please refer to Fee and Refund Policy for further details on fees and refunds arrangements

Further Information

Contact the Administration Manager at info@mcbt.vic.edu.au or +61 018 5699 or refer to www.mcbt.vic.edu.au for further information.