



**Right Choice Training**

We Do It Right!

## Course Information

### Dual Qualifications

**BSB40120 Cert IV in Business and BSB40520  
Cert IV in Leadership and Management**

#### **START LEARNING**

Kickstart your career. We deliver it right for you!

**RTO No#45790**

# BSB40120 Cert IV in Business and BSB40520 Cert IV in Leadership and Management



RTO No: 45790

These qualifications are nationally recognised under the Australian Qualifications Framework (AQF).

## Why Study with Right Choice Training?

### The Learning supports

You are well supported throughout your course, so you won't feel alone.

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email
- Virtual Classroom, Zoom, MS Teams or Skype

Available between Monday to Friday 9am to 5pm (Sydney time).



**Right Choice Training**

Phone: 1300 800 682

Email: [admin@rightchoicetraining.com.au](mailto:admin@rightchoicetraining.com.au)

Programs that give you the outcome needed to be effective at work and in your career

Fair and competitive course fees with state of art LMS. Programs delivered to suite your work requirements and lifestyle. Study anywhere at anytime



You can study at any time, any place, with unlimited trainer support, fast assessment and feedback

Start straight after enrolment!  
No minimum course timeframe. You can complete the course as quickly as you choose but within the 24 months

# BSB40120 Cert IV in Business and BSB40520 Cert IV in Leadership and Management

## Course Overview

BSB40120 Certificate IV in Business is designed for those seeking to develop Business operations and administrative skills required to provide business management support to others in various settings. This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

BSB40520 Certificate IV in Leadership and Management course is designed for those seeking to develop management skills required to provide leadership, guidance and support to others in various settings. This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

### Course Duration

The course duration is 24 months. We find students that are genuinely motivated to progress through the course, can complete the full course in less than 24 months.

### Who is responsible for your training?

Right Choice Training is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates

## Program Outline

### BSB40120 Cert IV in Business And BSB40520 Cert IV in Leadership and Management (Self- Paced online eLearning)

Training is delivered as an online self-paced study mode. The course is offered online through Learning Management System. This means students complete their course at their own pace, using an online student portal. Training delivery support may include face-to-face webinars, self-paced study, directed research, and online learning activities and tasks.

We offer learner a full circle of support and an engaging learning experience. We understand that it can be difficult to take that first step towards changing your life. Studying online with Right Choice Training will be different from how you have encountered study in the past. With us, study how and where you want, online but never alone.

# BSB40120 Cert IV in Business and BSB40520 Cert IV in Leadership and Management



RTO No: 45790

## Units and Delivery

Right Choice Training has paired the BSB40120 – Cert IV in Business and the BSB40520 – Cert IV in Leadership and Management course, as some of the units are common in both qualifications. You only need to complete 13 units to get both qualifications (rather than 12 and 12 units separately if you did the both courses separately).

Right Choice Training offers the following units:

### BSB40120 Certificate IV in Business

#### Core Units:

- BSBCRT411 Apply critical thinking to work practices(Common Unit)
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBTWK401 Build and maintain business relationships(Common unit)
- BSBWHS411 Implement and monitor WHS policies, procedures and programs(Common Unit)
- BSBXCM401 Apply communication strategies in the workplace(Common Unit)
- BSBWRT411 Write complex documents(Common Unit)

#### Elective Units:

- BSBPEF403 Lead personal development(Common Unit)
- BSBPEF502 Develop and use emotional intelligence(Common Unit)
- BSBOPS402 Coordinate business operational plans(Common Unit)
- BSBLDR413 Lead effective workplace relationships (Imported from BSB40520)
- BSBXTW401 Lead and facilitate a team 9Imported from BSB40520)
- BSBCMM412 Lead difficult conversations(Common Unit)

### BSB40520 Certificate IV in Leadership and Management

#### Core Units:

- BSBLDR411 Demonstrate leadership in the workplace
- BSBLDR413 Lead effective workplace relationships (Common Unit)
- BSBOPS402 Coordinate business operational plans(Common Unit)
- BSBXCM401 Apply communication strategies in the workplace(Common unit)
- BSBXTW401 Lead and facilitate a team (Common unit)

#### Elective Units:

- BSBCMM412 Lead difficult conversations(Common Unit)
- BSBPEF502 Develop and use emotional intelligence(Common Unit)
- BSBCRT411 Apply critical thinking to work practices(Common Unit)
- BSBWHS411 Implement and monitor WHS policies, procedures and programs(Common Unit)
- BSBTWK401 Build and maintain business relationships(Common Unit)
- BSBPEF403 Lead personal development(Common Unit)
- BSBWRT411 Write complex documents(Common Unit)

# BSB40120 Cert IV in Business and BSB40520 Cert IV in Leadership and Management



RTO No: 45790

## Entry Requirements

### Entry requirements

**You can enrol and start at any time! The course is self-paced 100% online**

The following local entry requirements apply to ensure applicants can fully engage in the course and have the required learning capacity to meeting the course requirements. Learners must:

- Be aged 18 years or over
- Have sound language and literacy skills (at least Year 10 English, or equivalent)
- Provide a valid ID with his/her picture and signature
- Able to commit to the course duration and time commitment
- Learners must have access to a computer, the internet, email and telephone/mobile
- All applicants must supply a Unique Student Identifier (USI) should their enrolment be successful
- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session

### National Recognition

These competencies have been drawn from the nationally endorsed industry training package the Business Services Training Package (BSB).

On successfully completing the training and assessment, the BSB40520 Cert IV in Leadership and Management and the BSB40120 Cert IV in Business qualifications will be issued.

A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider industries.

Right Choice Training will issue a qualification within 15 days of the final assessment being completed.



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RTO No: 45790

## Benefits of Studying with Right Choice Training

### 100% Self-Paced Online eLearning

100% online eLearning course so you can study anywhere at any time. You can learn at your own pace when it suits you.

### Fast Turnaround

Your enrolment will be completed in a same day or within 24-48 hours. It means after enrolment, you will have access to your course within 12-48 hours.

Your email response query will be responded back within 48 hours and all assessments will be marked within 5-7 business days.

### Contextualised Learning Resources

Right Choice Training's learning and assessment resources have been purpose built to support our learners to learn industry best practices.

You will have learners Guide in PDF as well as eLearning modules for each unit.

All assessment packs are in word file so that you can download, work on it and upload it when ready to submit.

### Flexible Payment Options

Payment options:

- Pre- Payment during enrolment stage
- Split payment option
- Payment plan

The current cost can be found on our website. Please refer to the RTO fees and refund policy available on website

## RPL and Study Pathways

### Will previous training and experience count?

Right Choice Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. If you have more than 5 years of relevant industry experience, please ask our friendly admin staff about Recognition of Prior Learning (RPL) eligibility.

### Future education pathways

After successfully completing the Dual Qualifications –BSB40120 Cert IV in Business and BSB40520 Cert IV in Leadership and Management, you may like to enrol in the BSB50120 –Diploma of Business or BSB50420- –Diploma of Leadership and Management qualification to gain additional business and leadership skills.

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RTO No: 45790

## Study Requirements

### Language, Literacy and Numeracy (LLN) Skill requirements

Upon enrolment, learners will be asked to confirm their previous qualifications and if required, LLN assessment will be conducted to confirm they have required level of LLN Skills

### Learner Resource Requirements

Learners will require basic stationery and a notebook according to their study preferences during the self-paced study. The learner's access to a computer that has an internet connection is mandatory to allow learners to undertake self-paced study and prepare submissions for assessment.

### Assessments

The assessment is conducted using a combination of realistic workplace tasks, written questions and answers, project work/portfolio of work, presentation and simulated case studies.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

## Career Opportunities

Successful completion of the BSB40120 Cert IV in Business and BSB40520 Cert IV in Leadership and Management can qualify you for a range of roles and positions, including:

- Business Support Officer
- Team leader
- Administration Officer
- Executive Officer
- Line Manager
- Production Supervisor
- Office Manager
- Frontliner Sales Supervisor
- Area Supervisor
- Team Coordinator
- Customer Service Officer
- Records Manager

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Contact Us...



Contact Right Choice Training and Get  
the ball rolling!

For further information or to enrol, contact us via:



[www.rightchoicetraining.com.au](http://www.rightchoicetraining.com.au)



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