BSB40520

Certificate IV Leadership & Management

2022-2023 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

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.

LEGEND

☐ Saturday Cohort

Unit Code	Unit Title	Cost ($) Full	Cost ($) Skills First	Cluster Name	Duration (Days)	Scheduled Days 2022 -2023 - Live Online					
						Block Group Name					
						Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
BSBLDR412	Communicate effectively as a workplace leader	$401.20	$160.00	Effective Communication	2	27th & 28th Jan ☐ (VE Block 1)	31st Mar & 1st Apr ☐ (VE Block 3)	7th & 14th May ☐ (VE Block 5)	28th & 29th Jul ☐ (VE Block 7)	1st & 2nd Sep ☐ (VE Block 8)	6th & 7th Oct ☐ (VE Block 10)
BSBWRT411	Write complex documents	$501.50	$200.00								
BSBXCM401	Apply communication strategies in the workplace	$501.50	$200.00								
BSBLDR414	Lead team effectiveness	$501.50	$200.00	Team Leadership and Development	3	16th, 17th & 18th Mar ☐ (VE Block 3)	18th, 19th & 20th May ☐ (VE Block 5)	25th June, 2nd & 9th Jul ☐ (VE Block 6)	7th, 8th & 9th Sep ☐ (VE Block 9)	12th 13th & 14th Oct ☐ (VE Block 10)	16th, 17th & 18th Nov ☐ (VE Block 11)
BSBHRM413	Support the learning and development of teams and individuals	$401.20	$160.00								
BSBLDR411	Demonstrate leadership in the workplace	$501.50	$200.00								
BSBXTW401	Lead and facilitate a team	$501.50	$200.00								
BSBOPS404	Implement customer service strategies	$401.20	$160.00	Customer Service	1	6th May ☐ (VE Block 5)	8th Jul ☐ (VE Block 7)	20th Aug ☐ (VE Block 8)	21st Oct ☐ (VE Block 10)	25th Nov ☐ (VE Block 11)	24th Jan 2023* VEJan Block
BSBOPS402	Coordinate business operational plans	$401.20	$160.00	Operational Plans	1	24th Jun ☐ (VE Block 6)	26th Aug ☐ (VE Block 8)	8th Oct ☐ (VE Block 10)	30th Nov ☐ (VE Block 11)	25th Jan 2023* VE Jan Block	6th March 2023* VE March Block
BSBOPS403	Apply business risk management processes	$501.50	$200.00								
BSBPEF402	Develop personal work priorities	$401.20	$160.00	Work Priorities	1	12th Aug ☐ (VE Block 8)	14th Oct ☐ (VE Block 10)	12th Nov ☐ (VE Block 11)	24th Jan 2023* VE Jan Block	8th March 2023* VE March Block	17th April 2023* VE April Block
BSBLDR413	Lead effective workplace relationships	$501.50	$200.00	Workplace Relationships	1	29th Sep ☐ (VE Block 9)	2nd Dec ☐ (VE Block 11)	21st Jan 2023* VE Jan Block	7th March 2023* VE March Block	19th Paril 2023* VE April Block	29th May 2023* VE May Block
	Total Price	$5,516.50	$2,200.00		9 days						

* Listed fees apply to units commencing in 2023 only if enrolled before 16/12/2022.

For 2023 applicable fees please see: https://www.swinburne.edu.au/courses/fees/indicative-fees/

If you would like further assistance, feel free to contact our Customer Development Advisors on 1800 633 560