BSB40520 Certificate IV in Leadership and Management

Course Information Brochure



Are you new to a supervisory or management role and need to build your leadership confidence and skills? Study online and equip yourself to lead and empower your team to work together to achieve goals.

Delivery Mode

Online, flexible study plan

2026 Enrolment Intakes

Anytime from 2 February – 30 November

Course Duration

18 months

Eva Burrows College Vocational Training RTO 0328 is registered with the Australian Skills Quality Authority (ASQA) under the National Vocational Education and Training Regulator Act 2011.

Thank you for your interest in undertaking the BSB40520 Certificate IV in Leadership and Management with Eva Burrows College Vocational Training.

This course is a great introduction to the world of leadership and management and will give you the skills to lead and support others, implement operational plans, manage projects and show leadership in the workplace.

Three important things you should know about this course.

1. **You have 18 months to complete this online course.**
   This is an online course with a flexible study plan, delivered via our online portal, Booth Online. You will have 18 months from enrolment to complete this course.

2. **Ideal training for developing and emerging leaders and managers.**
   This is the perfect qualification for those who are new to a supervisory or management role and need to build their leadership confidence and skills..

3. **Approximately 8 hours a week should be set aside for study.**
   We recommend students allocate a minimum of 8 hours per week to work through the Learner Guides, online activities, and assessments.

You can find all the relevant course details including entry requirements, enrolment dates and course fees in this Course Information brochure.

Whether you are seeking your first managerial role or are an existing manager with a desire to upskill, we are here to help and support you in achieving your goals.

For any further information email the Student Support Services team vtoenquiries@ebc.edu.au.

Course Overview

This nationally recognised course is ideal if you are new to a supervisory or management role and need to build your leadership confidence and skills.

You will be equipped to provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.



Trainer and Assessor

D'Arcey Kelleher is an accomplished leader with extensive experience across public and private enterprises in the VET and community services sectors. With a strong track record in driving innovation, growth, and organisational change, D'Arcey brings real-world expertise to every learning experience.

He has led major education and governance projects for Commonwealth and State programs, managed large-scale contracts, and attracted finance for national property development ventures.

D'Arcey's professional background spans business development, client relations, strategic planning, compliance, and training delivery, giving him a unique ability to connect theory with practical, applied learning.



Course Coordinator

Kat Georgiadis

katerina.georgiadis@salvationarmy.org.au

Delivery Mode

Online, flexible study plan

Duration

18 months

2026 Enrolment Intakes

Anytime from 2 February – 30 November

2026 Course Fees

This course is open to all Australian residents and costs $3,059. There are two options for paying your course fees.

Option 1

Pay on Enrolment and Save

$2,781

A non-refundable 10% deposit is required at time of enrolment, and the balance is required before commencement of the course.

or

Option 2

Monthly payment plan

$3,059

A non-refundable 10% deposit is required at time of enrolment, and the balance paid in 10 instalments.

Course fees are correct at time of distribution. You can confirm the current Course Fee here.



Course Structure

The BSB40520 Certificate in Leadership and Management is a competency-based course which requires 12 units for the qualification (5 core units and 7 elective units).

CORE UNITS

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

ELECTIVES

Note: Eva Burrows College offers the following electives

BSBLDR412	Communicate effectively as a workplace leader
BSBLDR521	Lead the development of diverse workforces
BSBOPS404	Implement customer service strategies
BSBPEF401	Manage personal health and wellbeing
BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBWHS411	Implement and monitor WHS policies, procedures and programs

Competency-based training

Competency is the consistent application of knowledge and skill to the standard of performance required in the workplace. As this is a competency-based course, the assessments will involve the demonstration of skill, knowledge and the ability to work consistently to the standards required. The assessment tasks may include questions, case studies, third party feedback or workplace projects

Recognition of Prior Learning (RPL)

If you believe you have the skills and knowledge in some or all of the units, or you already hold a similar qualification and are looking to upgrade, then you may wish to consider Recognition of Prior Learning (RPL).

Recognition for units may be granted based on previous learning, studies, work and/or life experiences. You may apply for RPL once you have enrolled in the course. Students are encouraged to apply for RPL within their first 12 weeks of enrolment. Please note, RPL is charged at the same rate as the course fee as it is still a form of assessment. Please discuss this with the Course Coordinator when you enrol.

Credit Transfers

A credit transfer provides automatic credit for equivalent units you have already completed in an accredited course with another training provider. There is no charge for credit transfers, and your course fees will be reduced if you are eligible. Please discuss this with the Course Coordinator when you enrol.

Entry Requirements

There are no entry requirements for this qualification. However, in order to ensure that the applicant is enrolled in the most suitable and appropriate course of study they will be required to complete a pre-enrolment evaluation, as part of the online enrolment application.

Residential Status

This course is open to Australian residents. Unfortunately, we are not registered to accept international students. The eligibility of students will be confirmed during enrolment.

IT Requirements

Students will require access to a computer and the internet to allow them to study using our online learning portal, Booth Online. To participate and engage in any online courses and tutorials, it is recommended students are competent in using a computer and have:

- a laptop or desktop computer (PC or Mac) with at least 2GB of RAM.
- a stable internet connection (ADSL2 equivalent or higher)
- a USB microphone headset or iPhone headset with built-in microphone.
- a current version of a modern web browser (Chrome, Firefox or Safari).
- the Microsoft Office Suite installed on your computer. MS Word is required for most of the assessment tasks.



“As a full-time employee, I wanted an online course to enhance my skills. The Certificate IV in Leadership and Management was a great choice, especially with its flexible training plan that helped me balance work and study.

The course improved my communication skills in critical situations, taught me how to prioritise tasks and manage workloads more efficiently, and helped me approach problems with a more strategic mindset. My trainer provided timely feedback and grading, and the college had a strong support system throughout the course.

I highly recommend this program to anyone seeking a flexible, self-paced course.”

Monika

Graduate of the Certificate IV in Leadership and Management

Course Materials and Resources

Trainer and Assessor To support and guide you in your learning.	Eva Burrows College has trainers and assessors who are qualified and currently working in their industry, thereby providing you with the most up to date knowledge and skills to support and guide your learning. Each topic of your learning journey commences with an introduction to the subject matter, followed by forums, quizzes, and online facilitation. At any stage of your learning, you can contact your trainer by email, who is available to help you with your query.
Booth Online The login instructions for the online portal will be provided after enrolment.	Access to all learning materials and assessment tasks will be available through our online portal, Booth Online. Our Online Support Team is available Monday to Friday to assist you to navigate the system and can be contacted via email at online@ebc.edu.au.
Learner Guides Learner Guides will be made available to you after enrolment.	Eva Burrows College will provide you with a Learner Guide for each unit, to enable you to advance your knowledge of each topic. To progress through your course, simply work through the Learner Guide and online resources to complete each unit's online assessment tasks, and then upload your completed assessments through Booth Online.
Eva Burrows Library Can provide additional resource material on request.	The Eva Burrows Library offers both onsite and online access to resources that help meet the study, research and leisure reading needs of our students. To become a member of the library, please complete the Library Registration Form.

Pathways

One qualification – three pathways

Pathway 1 – New	Pathway 2 – RPL	Pathway 3 – Upgrade
New to a leadership or management role	Currently working as a manager with no formal qualification	Needing to upgrade your qualification
Aspiring managers or those wanting to move into a managerial role	Experience as a supervisor or manager, who has the experience but not the qualification	You are looking to upgrade your knowledge and an existing qualification.

Upon successful completion of all assessment tasks, and being deemed competent in all units, you will be awarded a BSB40520 Certificate IV in Leadership and Management. You may also like to consider further study such as the BSB50420 Diploma of Leadership and Management.

FAQs

Why should I study at Eva Burrows College?

Eva Burrows College is the national education and learning centre of The Salvation Army Australia. Drawing from our cutting-edge Salvation Army experience, Eva Burrows College Vocational Training (RTO ID 0328), exists to encourage and empower you through our nationally recognised and accredited courses. We provide a comprehensive learning pathway that integrates practical experience with formal qualifications. We also offer a range of study options to suit your lifestyle needs and can help schedule your learning to empower you to graduate successfully. All learning options for this course can be discussed with your Course Coordinator.

Who should consider this course?

This nationally recognised course is ideal if you are new to a supervisory or management role and need to build your leadership confidence and skills. You will be equipped to provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

What would be some possible career opportunities after successful completion of the course?

Upon graduation some of the career prospects could include:

- Business Manager
- Team Leader
- Facilities/Operations Coordinator
- Department Manager
- Retail Manager
- Production Manager

How many hours a week will I need to spend studying?

This course is delivered online, which means you can complete it at your own pace, in your own time. As a guide, we recommend students allocate a minimum of eight hours per week to their studies.

You can fast-track your studies and graduate sooner if you wish or take time so you can focus on work or family commitments. To help you stay on track and complete your course in time you will be provided with a suggested Study Schedule Guide upon enrolment

Is the qualification recognised nationally?

Eva Burrows College Vocational Training has been a Registered Training Organisation (RTO) for over 30 years. Registered by ASQA, we deliver nationally recognised and accredited courses and conduct our operations in accordance with the Australian Quality Training Framework.

Our qualifications are nationally recognised and developed to meet industry needs. Our accreditation within the vocational training sector means that whatever level of study is right for you, we have an entry point that can match your current needs.

How much does the course cost and what does this include?

This course is open to all Australian residents and costs $3,059. There are two options for paying your course fees.

Option 1

Pay on Enrolment and Save

$2,781

A non-refundable 10% deposit is required at time of enrolment, and the balance is required before commencement of the course.

or

Option 2

Monthly payment plan

$3,059

A non-refundable 10% deposit is required at time of enrolment, and the balance paid in 10 instalments.

This fee includes all learning and assessment resources, online support and assessment services for a period of two years.

Course fees are correct at time of distribution. You can confirm the current Course Fee here.

Is there financial assistance available for Salvation Army Officers or employees?

Officers may apply for up to 90% of the course fee. Employees may apply for up to 60% of their course fee.

For further information on the policy and how to apply see the Personnel Development Policy.

Does the course fee include GST?

Nationally recognised training delivered by Eva Burrows College is not subject to GST.

Would a VET Student Loan be available for this course?

Eva Burrows College is not registered to provide VET Student Loans.

Can I access a government subsidy?

Some courses are subsidised by either State or Federal Governments. Please refer to Course Fees and Subsidies to learn more about the current subsidies available.

If I withdraw from the course, do I get my money back?

Please note that the 10% deposit collected on enrolment application is non-refundable. If the enrolment does not proceed to confirmation of enrolment, no fee is charged.

If the student withdraws from a course after confirmation of enrolment, the Enrolment Fee will be retained as per the conditions below:

Withdrawal Condition	Fee
Withdrawal **within 30 days** after confirmation of enrolment	30% of course fee retained
Withdrawal **between 31 and 60 days** after confirmation of enrolment	50% of course fee retained
Withdrawal **more than 60 days** after confirmation of enrolment	100% of course fee retained

How to Apply

Applying for a course is a simple process.

Step 1	**Contact Us** To register your interest email vtoenquiries@ebc.edu.au. The 2026 Enrolment Intakes for this course are: • Anytime from 2 February – 30 November An online enrolment application link will be emailed to you.
Step 2	**Complete the Online Enrolment Application** and upload the requested information including: • A Unique Student Identifier (USI). Applying for a USI is cost free. It is a requirement of the federal government that when you enrol in a nationally accredited vocational training program a USI is recorded on your application. Apply for a USI at usi.gov.au. • Photo identification documents (VIC and NSW residents applying for government funded training must provide certified copies). • To ensure that you are enrolled in the most suitable and appropriate course a Pre-Enrolment Evaluation will be completed during the online enrolment application.
Step 3	**We will be in contact** Your enrolment application will be reviewed, and you will be advised of the outcome via email which will include an invoice for Course Fees.
Step 4	**Finalise Your Application** Confirm that you wish to proceed with your enrolment by paying the 10% non-refundable deposit. Note that enrolment is not confirmed until course fees have been paid or the monthly payment plan has been confirmed.
Step 5	**Begin to Study** When the enrolment process is complete, final confirmation of your enrolment will be emailed to you, and we will: • Advise the Trainer and Assessor who will support you through your studies and answer any queries regarding the course content or assessments. • Provide you with a login to the Booth Online portal via a separate email with instructions on how to access the portal. • Start your learning journey with access to the interactive online orientation, available via Student Central.

Other Courses

available through Eva Burrows College Vocational Training

Certificate IV

CHC43215	Certificate IV in Alcohol and Other Drugs
11237NAT	Certificate IV in Christian Ministry and Theology
CHC42021	Certificate IV in Community Services

Diploma

11070NAT	Diploma of Chaplaincy
CHC53215	Diploma of Alcohol and Other Drugs
CHC52025	Diploma of Community Services (Case Management)
CHC51122	Diploma of Financial Counselling (Generalist)
CHC51122	Diploma of Financial Counselling (Rural Specialisation)
BSB50420	Diploma of Leadership and Management

Skill Sets

CHCSS00093	Alcohol and Other Drugs Skill Set
CHCSS00077	Financial Literacy Education Skill Set
CHCSS00111	Problem Gambling Skill Set
CF	Chaplaincy Foundations
RFC	Rural Financial Counselling Specialisation
CHCFIN010	Small Business Unit

Short Courses

View a full list of accredited and non-accredited Short Courses now available.

NATIONALLY RECOGNISED TRAINING

Eva Burrows College Vocational Training RTO 0328 is registered with the Australian Skills Quality Authority (ASQA) under the National Vocational Education and Training Regulator Act 2011. Accreditation meets an established industry, enterprise, educational, legislative or community need. We have been providing quality training to equip people with work-specific skills for more than 30 years.

This version 2026 publication outlines courses and services offered by Eva Burrows College. Every effort has been made by the college to ensure the information provided is accurate and current at the time of publication. Eva Burrow College reserves the right to change the contents without prior notice, including the method of delivery, or to withdraw any course offered. To make an informed decision about your study, we recommend you contact us.

Office Hours:

Monday to Friday 8.30am – 4.30pm

W | evaburrowscollege.edu.au P | (03) 9847 5400 E | vtoenquiries@ebc.edu.au