

Certificate IV in Leadership and Management BSB40520 | C4-BT21

Campus: CIT Reid
Semester 1/2025 Timetable: Monday 10 February to Friday 20 June (17 weeks)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Afternoon in the classroom	Private Study Day ³	14:30-17:00 TERM 1 (9 weeks) BSBCRT411 – BUSN289 Apply critical thinking to work practices ⁵ CRN 62417 Room B107	15:00-17:00 SEMESTER (17 weeks) BSBXCM401 – COMM511 Apply communication strategies in the workplace CRN 60947 Room B107 (Clustered – delivered together)²	15:00-17:00 SEMESTER (17 weeks) BSBXTW401 – MGNT797 Lead and facilitate a team CRN 60959 Room B107 (Clustered – delivered together)²	Private Study Day ³
Break		14:30-17:00 TERM 2 (8 weeks) BSBOPS402 – BUSN592 Coordinate business operational plans CRN 62420 Room B111	15:00-17:00 SEMESTER (17 weeks) BSBLDR413 – BUSN384 Lead effective workplace relationships CRN 60960 Room B107	5:00-5:30 (30 minutes)	
Evening in the classroom		17:30-20:45 TERM 1 (9 weeks) BSBLDR411 – BUSN382 Demonstrate leadership in the workplace ⁵ CRN 62421 Room B107	17:30-20:00 TERM 2 (8 weeks) BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs CRN 62419 Room B111	17:30-19:30 SEMESTER (17 weeks) BSBLDR521 – BUSN386 Lead the development of diverse workforces CRN 60961 Room B107 (Clustered – delivered together)²	

Flexible/Online Subjects only

(These two subjects are not delivered in the classroom)

CRN 60955 – BSBWRT411 – BUSN568 Write complex documents

CRN 60954 – BSBPEF402 – BUSN482 Develop personal work priorities¹

CRN 62417 – BSBCRT411 – BUSN289 Apply critical thinking to work practices

CRN 62421 – BSBLDR411 – BUSN382 Demonstrate leadership in the workplace

If you have completed some Certificate IV in Business subjects, some of these subjects may be credited towards Certificate IV in Leadership and Management. Please talk to your teacher or admin to find out if you are eligible.

Choose any number of subjects to suit your capacity for study.

¹ **Note:** include BSBPEF402 in your initial enrolment, as it will help you plan your studies. If you are not working, you must be enrolled in 2 or 3 more subjects.

² **Clustered** – two subjects are delivered together.

Enrol in both to complete both subjects at the same time; or
 Enrol in one if you have already completed the other.

³ **Private Study Day** – no classes are scheduled on these days.

⁴ **Textbook** – no textbooks required

⁵ **Flexible/Online Options** – separate CRNs are available on request.

Please contact Sabina Foster at infoline@cit.edu.au.

Note: This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis. Subject duration may change depending on internal/external circumstances.

For assistance, contact CIT Student Services on (02) 6207 3188 or infoline@cit.edu.au

Semester 202510: Monday 10 February to Friday 20 June

- **Term 1 – Monday 10 February to Friday 11 April** (9 weeks)
- **Holiday Break – Monday 14 April to Friday 25 April**
- **Term 2 – Monday 28 April to Friday 20 June** (8 weeks)

Please note:

- Students are encouraged to bring their own electronic device or laptop to class.

Subject Support

Thursday 10:00 am – 12:00 pm (face-to-face)

Friday 10:00 am – 12:00 pm (virtual)

Please contact sabina.foster@cit.edu.au or rajiv.sood@cit.edu.au to make an appointment for the times above; or make an individual appointment with your teacher via eLearn.

SUBJECT	Study Mode Options	2025 SEMESTER 1	Proposed for SEMESTER 2 2025
To attain the Certificate IV in Leadership and Management, complete the 12 SUBJECTS below			
CORE – Complete all 5 CORE subjects			
BSBLDR411 – BUSN382 Demonstrate leadership in the workplace	Classroom or Online	Evening TERM 1 (9 weeks)	Day
BSBLDR413 – BUSN384 Lead effective workplace relationships (Clustered) ¹	Classroom	Day SEMESTER (17 weeks)	Evening
BSBXTW401 – MGNT797 Lead and facilitate a team (Clustered) ¹	Classroom	Day SEMESTER (17 weeks)	Evening
BSBOPS402 – BUSN592 Coordinate business operational plans	Classroom	Day TERM 1 (9 weeks)	Evening
BSBXCM401 – COMM511 Apply communication strategies in the workplace (Clustered) ²	Classroom	Day SEMESTER (17 weeks)	Evening
ELECTIVE – Complete 7 ELECTIVE subjects			
BSBCMM412 – BUSN594 Lead difficult conversations (Clustered) ²	Classroom	Day SEMESTER (17 weeks)	Evening
BSBCRT411 – BUSN289 Apply critical thinking to work practices	Classroom or Online	Day TERM 2 (8 weeks)	Evening
BSBLDR412 – BUSN383 Communicate effectively as a workplace leader (Clustered) ³	Classroom	Evening SEMESTER (17 weeks)	Day
BSBLDR521 – BUSN386 Lead the development of diverse workforces (Clustered) ³	Classroom	Evening SEMESTER (17 weeks)	Day
BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs	Classroom	Evening TERM 2 (8 weeks)	Day
BSBWRT411 – BUSN568 Write complex documents	Flex/Online		
BSBPEF402 – BUSN482 Develop personal work priorities	Flex/Online		

Clustered – two subjects are delivered together: ¹ BSBLDR413 and BSBXTW401; ² BSBXCM401 and BSBCMM412; ³ BSBLDR412 and BSBLDR521.