

Order of Study

BSB40520 Certificate IV in Leadership and Management Online self-directed

On successful completion of all 12 units you will receive a Certificate IV in Leadership and Management.

Follow the below order of study when enrolling. Enrol in no more than 2 units per intake, unless otherwise advised.

Unit Code		Unit Name	Unit Type	Textbook/ Resources	Study Period Schedule	
Must complete all units in order as listed below					Intake	Completed
1	BSBPEF402	Develop personal work priorities	Elective	Electronic resources are available through Connect , TAFE Queensland's Learning Management System		Completed
2	BSBXCM401	Apply communication strategies in the workplace	Core			Completed
3	BSBTWK401	Build and maintain business relationships	Elective			Completed
4	BSBCRT411	Apply official thinking to work practices	Elective			Completed
5	BSBLDR411	Demonstrate leadership in the workplace	Core			Completed
6	BSBLDR413	Lead effective workplace relationships	Core			Completed
7	BSBPEF502	Develop and use emotional intelligence	Elective			Completed
8	BSBXTW401	Lead and facilitate a team	Core			Completed
9	BSBWRT411	Write complex documents	Elective			Completed
10	BSBOPS402	Coordinate business operational plans	Core			Completed
11	BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective			Completed
12	BSBPMG430	Undertake project work	Elective			Completed
Note						

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All information was accurate at the time of publication 3/02/2025 V1.0



STUDENT PORTAL

Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link <https://tafeqld.t1cloud.com/>.

If you have an issue with the Student Portal please log the issue through the 'Report an Issue' form in your 'Forms' tile and you will receive a response as soon as possible.

Alternatively, click the [here](#) for FAQ's that may assist you with your enquiry.

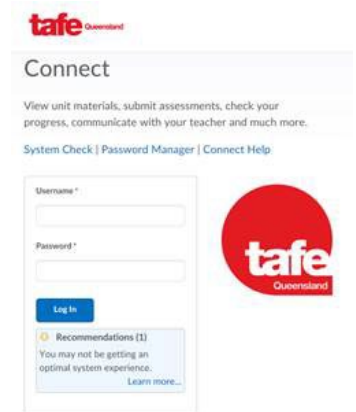


CONNECT

Connect is TAFE Queensland's Learning Management System and offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Watch the 45-second video on how to login to Connect by clicking [here](#). Alternatively, [download this PDF](#) to get all the details.

DON'T FORGET to [enable notifications in Announcements](#) so you don't miss an important announcements relating to your study.



HAVE YOU STUDIED BEFORE?

Credit Transfer is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your enrolment start date. Please see the [eligibility information and the application form](#) for more information.



STUDENT RULES

The [TAFE Queensland Student Rules and Policies](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE Queensland and your fellow students.



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please speak with your program coordinator and view the [TAFE Queensland Refund Policy](#) before submitting your withdrawal request, as you may not be eligible for a refund.

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the 'My Study' tile in the 'Withdraw From a Unit' menu. Note: Students with multiple courses in their 'My Study' tile will need to select the 'Manage your Course' button first. Once you have chosen your course, you can see the 'Withdraw From a Unit' menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the 'Forms' tile. Scroll to the 'Request for Withdrawal and or/Refund (TQ)'.