

BSB40520 Certificate IV in Leadership and Management: 12 units, and the BSB42015 supersession | CHT

Canonical: <https://cht.edu.au/workplace-training/certificate-iv-in-leadership-management/>

Details:

Product

Product Facts

****Product Name**:** Certificate IV in Leadership & Management (BSB40520) Melbourne, VIC - Complete Hospitality Training ****Fulfillment Type**:** online ****Category**:** Education & Training > Professional Certifications & Qualifications

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance, and support to others.

BSB40520 Certificate IV in Leadership and Management

We deliver this course through workplace (traineeship or non-traineeship). Our official course page lists a duration of 6 - 12 months. These are our delivery arrangements for this course; the qualification and unit comparisons below explain the national requirements. Check the official course page for current intake and enrolment details.

View our official course details and booking information . Course details checked 2 October 2026.

Course background and related accredited requirements

BSB40520 is a twelve-unit Certificate IV from the BSB Business Services Training Package — five core units and seven electives. It supersedes BSB42015, and the two are recorded as equivalent , so they have equivalent workplace outcomes. This does not automatically replace an older certificate with the newer qualification. It is on our scope of registration as deliver and assess .

That equivalence is worth more than it looks. As the section below shows, BSB40520 is the only one of our four business qualifications that is equivalent to its predecessor — the other three are not equivalent to anything. If you hold a superseded BSB qualification, which one it is decides whether you have an automatic upgrade or an assessment ahead of you.

This page covers the structure, the elective grouping rules that decide what you can actually choose, the supersession position, and how this qualification differs from the hospitality-package alternative that CHT also delivers.

At a glance

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The BSB42015 supersession

BSB40520 supersedes BSB42015 Certificate IV in Leadership and Management, and the National Register records the two as equivalent. The supersession is dated 18 October 2020.

Equivalence has a specific meaning. It means the two qualifications are treated as having the same standing, so someone holding BSB42015 is regarded as holding the current qualification. No gap training arises. A learner part-way through BSB42015 can transition into BSB40520 without having completed work reassessed.

One practical warning. The qualification title is identical across both codes — "Certificate IV in Leadership and Management" appears on each. The code is the only thing on the certificate that distinguishes them. If you are checking your own credential, read the code, not the title.

BSB42015 is superseded and is not on our scope of registration. An RTO may only deliver and issue what appears on its scope. If you find BSB42015 advertised anywhere with a current fee attached, check the code on training.gov.au before enrolling, whichever provider is offering it. Both the qualification's currency and any RTO's scope are public records.

Why BSB40520 is the exception in the BSB package

This is the part that is genuinely useful if you hold an older business qualification, and it is rarely explained.

The 2020 restructure of the BSB package merged many narrow qualifications into a few broad ones . The National Register records the result plainly:

| Current code | Supersedes | Equivalent to any of them? | | --- | --- | --- | | BSB40520 Certificate IV in Leadership and Management | 1 code — BSB42015 | Yes | | BSB30120 Certificate III in Business | 6 codes | No , none | | BSB40120 Certificate IV in Business | 8 codes | No , none | | BSB50120 Diploma of Business | 7 codes | No , none |

The pattern is structural rather than coincidental. A single qualification cannot be content-equivalent to eight predecessors at once, which is why almost nothing in the restructured package maps as equivalent. BSB40520 is the exception precisely because it was a one-to-one replacement of BSB42015 rather than a merger.

The practical consequence, stated plainly:

If you hold BSB42015 , you hold a qualification recorded as equivalent in workplace outcomes to BSB40520. If you need certification under the newer code, ask us to assess the relevant credit-transfer and qualification requirements.

If you hold any other superseded BSB qualification — an old Certificate III or IV in Business, or one of the narrower predecessors — reaching the current code is a credit transfer plus recognition of prior learning exercise, not an upgrade . Units that carried over unchanged credit-transfer; the rest are assessed.

That distinction is the difference between a document check and a genuine assessment, and it is worth establishing before you enrol rather than after. The two mechanisms are set out below.

Structure and packaging rules

Twelve units in total: five core and seven elective . The elective majority is the defining feature of this qualification, and the electives are not a free choice.

The packaging rules work as follows:

4 elective units must be selected from Group A

For the remaining 3 elective units : up to 3 may be selected from Groups A and B if not listed, up to 2 may be selected from a Certificate IV or above , from this or any other currently endorsed training package or accredited course

Elective units must be relevant to the work environment and the qualification , maintain the integrity of the AQF alignment , and contribute to a valid, industry-supported vocational outcome . Those three tests are packaging rules rather than suggestions, which is why an RTO will decline an elective set that does not add up to a real job role.

That Group A floor of four units matters when comparing providers. It means at least nine of the twelve units — five core plus four Group A — are drawn from a defined leadership set. The genuine flexibility sits in the last three, and even there the import allowance is capped at two units.

The five core units

| Code | Title | | --- | --- | | 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 |

Read as a set, the core describes the step from doing the work to being accountable for other people doing it: leading in the workplace, managing the relationships that make a team function, planning operations, communicating as a leader, and facilitating a team.

Group A electives — four of these are required

| Code | Title | | --- | --- | | BSBCMM412 | Lead difficult conversations | | BSBCRT411 | Apply critical thinking to work practices | | BSBCRT413 | Collaborate in creative processes | | BSBFIN401 | Report on financial activity | | BSBLDR412 | Communicate effectively as a workplace leader | | BSBLDR414 | Lead team effectiveness | | BSBLDR521 | Lead the development of diverse workforces | | BSBOPS403 | Apply business risk management processes | | BSBPEF402 | Develop personal work priorities | | BSBSTR401 | Promote innovation in team environments | | BSBSTR502 | Facilitate continuous improvement | | BSBTWK401 | Build and maintain business relationships | | BSBWHS411 | Implement and monitor WHS policies, procedures and programs | | BSBWHS432X | Contribute to an organisational mental health response in the context of disruptive events | | BSBXBD403 | Analyse big data | | BSBXBD404 | Use big data for operational decision making |

Two of those deserve a note, because they are not what most people expect in a frontline leadership qualification. BSBWHS432X — contributing to an organisational mental health response in the context of disruptive events — was added in Release 3 , and it sits in Group A rather than in the broader bank, meaning it is one of the sixteen units your four mandatory choices are drawn from. And the two big data units, BSBXBD403 and BSBXBD404 , put data analysis and data-driven operational decision making at Certificate IV level.

So the mandatory Group A quota can be filled entirely with financial reporting, risk management, WHS, mental health response and big data, or entirely with conversations, critical thinking, creativity and team leadership. Four choices from sixteen is where this qualification is actually shaped.

Group B electives

Group B broadens the qualification outward from leadership itself:

| Area | Units | | --- | --- | | Business operations | BSBOPS401 Coordinate business resources, BSBOPS404 Implement customer service strategies, BSBOPS405 Organise business meetings, BSBOPS407X Support organisational response to disruption | | Personal effectiveness | BSBPEF401 Manage personal health and wellbeing, BSBPEF403 Lead personal development, BSBPEF502 Develop and use emotional intelligence | | Projects and writing | BSBPMG430 Undertake project work,

BSBWRT411 Write complex documents | | Creativity | BSBCRT412 Articulate, present and debate ideas | | Sustainability | SBSUS411 Implement and monitor environmentally sustainable work practices, SBSUS412 Develop and implement workplace sustainability plans | | Cyber security | BSBXCS406 insider threat and risk response plans, BSBXCS407 cyber hygiene best practice, BSBXCS408 employee cyber security risk profiles, BSBXCS409 insider threat prevention strategies | | Customer culture | SIRXCEG004 Create a customer-centric culture |

Release 4 added the four cyber security units to Group B. That addition tells you something about how the qualification has been repositioned: the frontline manager is now expected to have a stake in insider threat, cyber hygiene and staff cyber risk profiles, not only in output — and, with BSBWHS432X in Group A, in workforce mental health as well.

Group membership moves with releases. Confirm the current Group A and Group B lists on training.gov.au before finalising an elective set.

What the qualification is for

The training package describes BSB40520 as reflecting the role of individuals working as developing and emerging leaders and managers across a range of enterprise and industry contexts.

At this level, individuals take responsibility for their own performance and also provide leadership, guidance and support to others. They may have some responsibility for organising and monitoring the output of teams. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Entry requirements

The training package sets entry requirements: nil . There is no prerequisite qualification and no prior units are required. There is also no minimum work placement requirement — the qualification specifies no minimum work placement hours, so any placement or workplace-based component is a provider or employer arrangement rather than a packaging rule.

We apply our own enrolment conditions on top of that, which are provider requirements rather than training package rules:

Learners must be 16 years of age or over at course commencement

Learners under 17 who have not completed Year 10 need documentation exempting them from school attendance and identifying the relevant employer for an apprenticeship or traineeship

Learners under 17 who have completed Year 10 need a Transition From School Form or equivalent correspondence

Language, literacy and numeracy skills at or around Australian Core Skills Framework (ACSF) Level 3 , equivalent to senior secondary school

Apprenticeship and traineeship learners must be employed under a training contract and referred by their employer

All learners complete a pre-training review before enrolment. That is not a CHT invention: Standard 2.2 of the Outcome Standards for RTOs requires that students are advised, prior to enrolment, about the suitability of the training product for them, having reviewed their skills and competencies including language, literacy, numeracy and digital literacy. The review is also where recognition of prior learning and credit transfer are identified.

One citation note for anyone checking it: two different instruments each have a "Standard 2.2" . The one above, in the Outcome Standards for RTOs, is the pre-enrolment suitability review and applies to every learner. The National Code 2018 also has a Standard 2.2, concerning assessment of an

overseas student's English and qualifications for course entry, which applies to international students only. Name the instrument rather than citing the bare number.

Duration, licensing and the certificate

Three questions follow the packaging rules and are asked at least as often: how long twelve units should take, what the absence of licensing actually means, and when the certificate arrives.

Volume of learning: six months to two years

The Australian Qualifications Framework sets an indicative volume of learning for a Certificate IV of half a year to two years , and the short end of that band is reserved for specialist qualifications that build on knowledge and skills already acquired . The figure is independent of delivery mode — it is not a count of classroom hours, and it applies equally to workplace, online and classroom delivery. The governing test is that the volume of learning must be sufficient for graduates to achieve the learning outcomes of the qualification.

At twelve units BSB40520 is the smallest qualification on our scope, so the lower half of that band is realistic for an experienced supervisor — particularly one bringing credit transfer, which is precisely the "building on knowledge and skills already acquired" case the AQF describes.

Even so, ASQA names two compliance risks that bear on it. The first is accelerating or shortening training without allowing students sufficient time for skill development and knowledge application . The second is marketing unrealistically short courses , which either compromises the integrity of the training product or leaves the student paying for an extension. Leadership units are assessed on demonstrated practice with real teams, not on completed reading, and that takes calendar time regardless of how quickly the coursework is finished. A twelve-unit leadership qualification advertised at a few weeks is describing that risk, not a bargain.

No licence attaches to BSB40520 — but the law still applies

No licensing, legislative or certification requirements apply to this qualification at the time of publication. This is worth stating plainly, because it separates BSB40520 from our licensing-linked training such as Responsible Service of Alcohol , where a regulator does sit behind the credential. No regulator issues, approves or endorses BSB40520, and completing it does not authorise you to do anything you could not do before.

That is not the same as saying the law is irrelevant. The skills in the qualification must be applied in accordance with Commonwealth and state or territory legislation, Australian standards and industry codes of practice — and on a leadership qualification that is a live constraint rather than a formality. A person who takes BSBWHS411 still operates under their own jurisdiction's work health and safety statute, which in Victoria is the Occupational Health and Safety Act 2004 placing duties on the employer , and in every other jurisdiction the model WHS laws using the term PCBU . A person who takes BSBFIN401 or leads a team operates under the applicable modern award. A person who takes the Group B cyber security units operates under privacy and notifiable-breach obligations. The qualification teaches the practice; the legislation still governs it.

Unlike the hospitality qualifications, no licensing-linked unit sits inside BSB40520's elective groups either — there is no RSA or food safety unit in Group A or Group B — so on this qualification the absence of licensing is complete rather than partial.

When the certificate is issued, and what is on it

An RTO must not issue AQF certification documentation unless the person has been assessed as meeting the requirements of the training product. Once that assessment is complete, it must issue within 30 calendar days of completion of the assessment , provided the student has completed the qualification — or the units they subsequently withdrew from — and has paid all agreed fees. The thirty

days runs from the assessment, not from the end of a study period.

The testamur must carry the name, registration code and logo of the issuing organisation; the code and title of the qualification; the Nationally Recognised Training logo, used in accordance with the NRT Logo Conditions of Use; the signature of an authorised individual; a seal, corporate identifier or unique watermark; and a statement recognising the qualification within the Australian Qualifications Framework. Where they apply it also carries the industry descriptor, an occupational or functional stream title in brackets, an "Achieved through Australian Apprenticeship arrangements" statement, or a language notation.

Given the supersession point above, that list is worth reading against your own document: the code and title are both mandatory testamur content, so a BSB42015 certificate will carry its own code and can be distinguished from a BSB40520 one on its face.

One thing must not appear. The Unique Student Identifier must not be printed on a qualification or a statement of attainment. A certificate arriving with a USI on its face is a defective document.

A statement of attainment for partial completion must carry the full title and national code of each unit achieved and identify the qualification those units form part of.

And the record keeps. An RTO must retain records of all AQF certification documentation for thirty years, which is why a replacement copy is obtainable decades later — and why a document issued under one of our earlier trading names is still verifiable against RTO 3722.

Recognition and credit: which one applies to you

This matters more here than on most qualification pages, because of the BSB supersession pattern above.

| | Credit transfer | Recognition of prior learning | | --- | --- | --- | | Standard | 1.7 | 1.6 | | Recognises | A unit already completed and certified at any Australian RTO | Skills gained without formal training — paid or unpaid work, life and community experience | | Evidence | Your AQF certification documentation or authenticated VET transcript | Resume, employer letters, assessor interview, demonstration of the competency | | Reassessment? | None. It is a document check | Yes. A genuine assessment against the same requirements | | Granularity | Whole units only | Unit by unit |

Two points from our own policy worth knowing before you plan: credit transfer attracts no fee to the student, and RPL is not available through government funding — it is available for fee-for-service units. Credit transfer also cannot be granted for units that are not on our scope.

So a manager with fifteen years of experience and a superseded business qualification will typically use both: credit transfer for the units that carried over unchanged, and RPL for the competencies held in practice but never certified.

USI requirements and exemptions

For nationally recognised training, a Unique Student Identifier (USI) is generally required before a qualification or Statement of Attainment can be issued, unless an applicable exemption applies. See the official USI exemption guidance. A USI is free at usi.gov.au. If you already have one, recover it rather than creating another.

BSB40520 or SIT40422: two routes to a supervision qualification

We hold both a business-package and a hospitality-package Certificate IV covering leadership. They are not interchangeable.

| | BSB40520 Leadership and Management | SIT40422 Certificate IV in Hospitality | | --- | --- | --- | | Training package | BSB Business Services | SIT Tourism, Travel and Hospitality | | Package developer |

Future Skills Organisation | Service and Creative Skills Australia | | Total units | 12 | 21 | | Core / elective | 5 / 7 | 9 / 12 | | CRICOS registered | No | Yes, 116358F | | Equivalent to predecessor | Yes (BSB42015) | No (SIT40416) | | Focus | Leadership, transferable across industries | Hospitality supervision specifically |

BSB40520 is the more portable credential. The leadership skills transfer to any sector, and at twelve units it is the shorter qualification by nine units.

SIT40422 is hospitality-specific, embedding rostering, budget management and work health and safety in a hospitality context alongside customer service and conflict management.

Someone intending to stay in hospitality operations is generally better served by SIT40422 . Someone who may move between industries, or who leads an administrative rather than operational team, is better served by BSB40520. For an international student the question does not arise: BSB40520 is not CRICOS-registered, so it is not available on a student visa.

One consequence for pay that favours the hospitality route

This is worth setting out honestly, because it cuts against the more portable qualification.

Under three of the four awards covering hospitality premises — MA000009 (cl 18.1), MA000119 (cl 18.1) and MA000058 (cl 18.3) — a relevant AQF qualification, used at work, sets a minimum classification of Level 4 . MA000009 and MA000119 express it as a Certificate III or higher ; MA000058 states it without the "or higher" wording. The fast food award, MA000003 , has no equivalent provision at all.

The operative word is relevant . Both MA000009 and MA000119 require the qualification to be relevant to the classification the employee is engaged in, and require the employee to actually make use of the skills and knowledge derived from it. A SIT hospitality qualification maps onto a hospitality classification straightforwardly. A BSB business qualification is a genuine question of fact — it may well be relevant for someone supervising a hospitality team, and it may not be for someone whose classification involves no leadership component.

So BSB40520 is not a weaker qualification, but it is a less certain route to the award classification floor in a hospitality venue than SIT40422 is. If moving up a classification is the reason you are enrolling, that difference should inform the choice, and it is worth raising with your employer before you start rather than discovering it at a pay review.

Under MA000119 , for reference, Schedule A defines the Level 4 classification as Food and beverage attendant grade 4 (tradesperson) alongside Cook grade 3 (tradesperson), and the award's own "standard rate" is the Level 4 rate . Which award applies is decided by the premises, not the job title : a restaurant inside a hotel is MA000009, a not-for-profit registered club is MA000058 because MA000009 clause 4.4(d)(i) expressly excludes registered clubs, and a night club is MA000119 because it is commercial.

No pay rates are published here — award rates re-set every 1 July, so use the Fair Work Ombudsman's Pay and Conditions Tool with your award code.

Related qualifications on our scope

From the BSB package: BSB30120 Certificate III in Business at 13 units, BSB40120 Certificate IV in Business, and BSB50120 Diploma of Business — none of which is equivalent to any predecessor, as the table above sets out.

From the SIT package: SIT40422 Certificate IV in Hospitality at 21 units, SIT40521 Certificate IV in Kitchen Management at 33 units, and SIT50422 Diploma of Hospitality Management at 28 units.

The natural progression from BSB40520 within the business package is BSB50120 Diploma of Business , or BSB50420 Diploma of Leadership and Management.

Our scope of registration holds 17 current qualifications, 81 current skill sets and 579 units in total, so if a specific business or leadership unit matters to you it is worth naming the code when you enquire rather than choosing from the advertised list. See all courses .

Delivery and fees

BSB40520 is on our national scope and, according to our current delivery information, is available in all states and territories : ACT, NSW, NT, QLD, SA, TAS, VIC and WA.

Our published tuition fee is \$4,000 , GST exempt. Government funding and concession rates are not available for this qualification. Fees change, so confirm the current figure with us directly before relying on it.

Partial completion is never wasted: a Statement of Attainment for the units achieved stays on your national transcript against your USI and credit-transfers at any Australian RTO.

About us

We are Complete Hospitality Training , RTO 3722, CRICOS 04242E, Level 3, 28 Elizabeth Street, Melbourne VIC 3000, and 410 Elizabeth Street, Surry Hills NSW 2010. Contact melbourne@cht.edu.au or +61 3 9654 1554 . See about us and trainers and assessors .

BSB40520 is on our national scope of registration as deliver and assess and, according to our current delivery information, is available in all states and territories. Completing it produces a nationally recognised qualification; partial completion produces a Statement of Attainment for the units achieved.

We link to the relevant course and regulatory sources in this guide. Check those sources for current requirements, and confirm course availability, delivery, fees and entry requirements with us before enrolling. Equivalence wording clarified on 2 October 2026. We verify evidence and applicable requirements before making credit-transfer decisions; an equivalence mapping is not an automatic award of a newer qualification. ASQA credit-transfer guidance ; ASQA training-product changes .

How many units are in BSB40520?

Twelve: five core and seven elective. Four of the seven electives must come from Group A.

How long should BSB40520 take?

The AQF sets an indicative volume of learning of half a year to two years for a Certificate IV, with the short end reserved for specialist qualifications building on knowledge and skills already acquired, and the volume must be sufficient for graduates to achieve the learning outcomes. At twelve units the lower half of that band is realistic for an experienced supervisor, especially with credit transfer. ASQA treats accelerating training without allowing time for skill development, and marketing unrealistically short courses, as compliance risks.

I hold BSB42015. Do I need to redo it?

Not necessarily. The National Register records equivalent workplace outcomes for BSB42015 and BSB40520. That does not automatically award BSB40520. We must check your evidence and the current qualification requirements before determining whether any further learning or assessment is needed.

I hold a different old BSB qualification. Same answer?

No, and this is the important distinction. BSB30120, BSB40120 and BSB50120 are not equivalent to any of their predecessors — they superseded six, eight and seven codes respectively in the 2020

merger. Reaching the current code is a credit transfer and RPL exercise rather than an automatic upgrade.

How do I tell BSB42015 and BSB40520 apart on my certificate?

By the code alone. The qualification title is identical on both, and both the code and the title are mandatory testamur content, so the code is the only distinguishing feature on the document.

Is BSB40520 a hospitality qualification?

No. It comes from the BSB Business Services Training Package, developed by the Future Skills Organisation. For hospitality-specific supervision, SIT40422 Certificate IV in Hospitality is the equivalent route.

Are there prerequisites?

No. The training package sets entry requirements as nil, and there is no minimum work placement requirement. We apply our own age, language, literacy and numeracy conditions, including ACSF Level 3.

Does BSB40520 carry any licensing requirement?

No. The training package states that no licensing, legislative or certification requirements apply to this qualification at the time of publication, and no regulator endorses it. The skills must still be applied in accordance with Commonwealth and state or territory legislation, Australian standards and industry codes of practice — a WHS unit does not displace your jurisdiction's WHS statute, and a leadership role does not displace the applicable modern award. Unlike the hospitality qualifications, no licensing-linked unit sits in BSB40520's elective groups either.

Is there a required work placement?

No. The qualification specifies no minimum work placement hours. Any placement or workplace project is a provider or employer arrangement, so ask what it involves — including travel and unpaid time — before you pay.

Can international students enrol?

Not in this qualification. BSB40520 is not CRICOS-registered. Our three CRICOS-registered courses are SIT40422 (116358F), SIT50322 (118427D) and SIT50422 (115534C).

Which should I choose, BSB40520 or SIT40422?

BSB40520 if you want portable leadership skills or lead an administrative team, and if a shorter qualification suits. SIT40422 if you intend to stay in hospitality operations, if you need a CRICOS-registered course, or if moving up an award classification is the goal.

Will BSB40520 raise my award classification?

Possibly, but less certainly than a hospitality qualification would. The Level 4 floor under MA000009, MA000119 and MA000058 requires the qualification to be relevant to the classification you are engaged in and requires you to make use of the skills. A business qualification in a hospitality venue is a question of fact rather than an automatic match. Raise it with your employer before enrolling.

Can I choose any electives I like?

No. Four of the seven electives must be drawn from Group A, which holds sixteen units. The remaining three may come from Groups A and B, and if a unit is not listed, up to two may be imported from a Certificate IV or above in this or any other currently endorsed training package or accredited course. Every elective must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, and contribute to a valid, industry-supported vocational outcome.

What is actually in Group A?

Sixteen units: BSBCMM412 difficult conversations, BSBCRT411 critical thinking, BSBCRT413 creative processes, BSBFIN401 report on financial activity, BSBLDR412 communicate as a workplace leader, BSBLDR414 lead team effectiveness, BSBLDR521 diverse workforces, BSBOPS403 business risk management, BSBPEF402 personal work priorities, BSBSTR401 promote innovation, BSBSTR502 facilitate continuous improvement, BSBTWK401 business relationships, BSBWHS411 WHS policies and procedures, BSBWHS432X organisational mental health response in disruptive events, and the two big data units BSBXBD403 and BSBXBD404.

Are there cyber security units in this qualification?

Yes, in Group B: BSBXCS406 insider threat and risk response plans, BSBXCS407 cyber hygiene best practice, BSBXCS408 employee cyber security risk profiles and BSBXCS409 insider threat prevention strategies, added at Release 4. They count toward the final three electives rather than the mandatory Group A four.

What is the difference between credit transfer and RPL here?

Credit transfer recognises a whole unit you have already completed and certified, with no reassessment. RPL assesses prior skills, learning and experience, against the same requirements as anyone else. Credit transfer carries no student fee; RPL is not available through government funding. We first verify the evidence and equivalence, check that the units fit your training product, and check for licensing or regulatory restrictions before granting credit. See ASQA's credit-transfer guidance (<https://www.asqa.gov.au/for-providers/standards-for-RTOs/practice-guides/quality-area-1-training-and-assessment/RPL-and-credit-transfer-practice-guide>).

Do I need a USI?

For nationally recognised training, a USI is generally required before your qualification or Statement of Attainment can be issued, unless an applicable exemption applies. We can explain the requirements for your enrolment. See the official USI exemption guidance (<https://www.usi.gov.au/students/create-your-usi/exemptions-usi>). Creating a USI is free; recover an existing one rather than creating another. Your USI must not be printed on your qualification or Statement of Attainment.

When will I get my certificate?

Within 30 calendar days of completion of the assessment, provided you have completed the qualification (or the units you later withdrew from) and paid all agreed fees. An RTO must not issue certification documentation before a person has been assessed as meeting the training product requirements. Records of AQF certification documentation are retained for thirty years, so a replacement copy is obtainable long afterwards.

What happens if I do not finish?

You receive a Statement of Attainment for the units you completed, carrying the full title and national code of each one and identifying the qualification they form part of. It is recorded against your USI on your national transcript and credit-transfers to another RTO.

What comes after BSB40520?

BSB50120 Diploma of Business, which is on our scope, or BSB50420 Diploma of Leadership and Management.