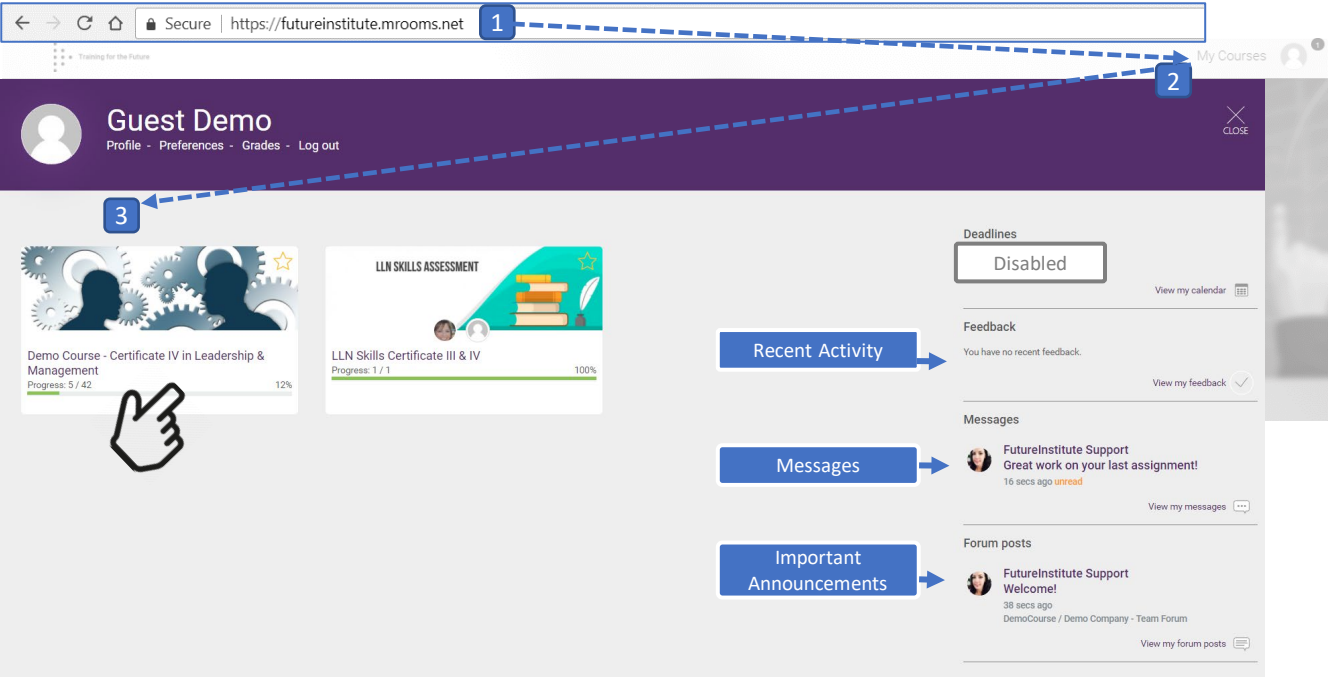


<https://futureinstitute.mrooms.net/>



The screenshot displays the Moodle Student View interface. A browser address bar at the top shows the URL <https://futureinstitute.mrooms.net/>, with a blue box labeled '1' highlighting the address bar. Below the browser, a purple header bar contains a user profile icon and the text 'Guest Demo', with links for 'Profile', 'Preferences', 'Grades', and 'Log out'. A blue box labeled '2' highlights the 'CLOSE' button in the top right corner of the header. The main content area is divided into two columns. The left column features two course cards: 'Demo Course - Certificate IV in Leadership & Management' (Progress: 5 / 42, 12%) and 'LLN Skills Assessment' (Progress: 1 / 1, 100%). A blue box labeled '3' highlights the first course card, with a hand icon pointing to it. The right column contains three sections: 'Deadlines' (Disabled), 'Feedback' (You have no recent feedback), and 'Messages' (FutureInstitute Support: Great work on your last assignment!). Below these are 'Forum posts' (FutureInstitute Support: Welcome!). Three blue boxes with arrows point to these sections: 'Recent Activity' points to the 'Deadlines' section, 'Messages' points to the 'Messages' section, and 'Important Announcements' points to the 'Forum posts' section.

Template 1 - BSB40520 Certificate IV in Leadership and Management

Course

Grades

Overview of Grades



BSB40520 Certificate IV in Leadership and Management

Collapse all



Training for the Future

Welcome to **BSB40520 Certificate IV in Leadership & Management**. There are 12 Units of Competency that make up this qualification, delivered under 4 learning blocks. Please follow your Training and Assessment Schedule for training and completion timeframes for all units. For each unit, you are required to work through the eLearning Activities and complete all Assessment Tasks.

We have also provided a number of resources for each unit, including a Student Workbook. **Please note: You do not have to complete the student workbook as the content is also covered within the eLearning, however it provides additional reading and activities that can support your learning.**

Following your Training and Assessment Schedule, please ensure that all eLearning components are completed before your scheduled workshop date.

On completion of each workshop, you will then be required to complete your Assessment Tasks for that unit. Once all tasks are successfully completed for each unit, your Trainer will assess your work and provide feedback.



FILE

Training and Assessment Schedule

This schedule will provide you with all your learning block release dates, workshop dates and assessment due dates.

To ensure you have the most current version of this schedule, please check the last updated date. **Last updated: 24/06/2022**

Copy of classroom schedule & Assessment due dates



OPEN FORUM

Team Forum

Important Announcements

✓ Learning Block 1 - Understanding Self



PAGE

Learning Block 1 - UoC Overview

eLearning Activities

These are your learning activities for this unit. Please view and complete these eLearning activities before your scheduled classroom session.

Unit 1: BSBPEF502 Develop and Use Emotional Intelligence



URL

BSBPEF502 - Part 1 (EQ Quiz)



SCORM PACKAGE

BSBPEF502 - Part 2



SCORM PACKAGE

BSBPEF502 - Part 3

To do: Complete or pass the activity

Unit 2: BSBLDR411 Demonstrate Leadership in the Workplace & BSBXTW401 Lead and facilitate a team



SCORM PACKAGE

BSBLDR411 & BSBXTW401 - Part 1

To do: Complete or pass the activity

eLearning and Diagnostic tools
To be completed prior to workshop

*Please note, pop-ups need to be
enabled for eLearning to open.*

Assessments

Assessment Tasks

These tasks form part of your Assessment of this unit. We recommend that these Assessment Tasks be commenced after your classroom session has been completed. Some Assessment Tasks are to be completed in your workplace under the supervision of your Workplace Supervisor, or started within the classroom. In these instances, reference to this will be outlined in the Assessment Task.



ASSIGNMENT
BSBPEF502 - Assessment Tasks

To do: Receive a grade



ASSIGNMENT
BSBLDR411 & BSBXTW401 - Assessment Task

To do: Receive a grade



ASSIGNMENT
BSBPEF402 - Assessment Tasks

Assessment Tasks

CLICK HERE to open the Assessment Tasks (Assignments) for the unit. ALL ASSESSMENT TASKS must be completed and submitted BEFORE your next scheduled workshop (Classroom Session)

Resources

These resources provide further information on the course subject. **Please note: you do not have to complete the student workbook as the content is within your eLearning Activities.**



FILE
BSBPEF502 - Student Workbook



FILE
BSBXTW401 Student Workbook



FILE
BSBLDR411 - Student Workbook

Resources

CLICK HERE and SAVE the Student Workbook to your computer. It contains ALL the learning material from the online course to refer back to when completing your Assessments

Grades

Home Home Dashboard My courses

🔔 💬 You are logged in as Guest Demo

✕

▼ BSB40520 Certificate IV i...

Training and Assessment S...

Team Forum

○ Leadership and Manageme...

Template 1 - BSB40520 Certificate IV in Leadership and Management

Course Grades



eLearning module completed

BSBCMM412

Completed

BSBCMM412 - Assessment Task

✓ Satisfactory

Hafez

this is an excellent assignment. Well done.

You plan and prepare for both difficult conversations in detail.

You conduct the role play competently (audio evidence provided.)

You review the John/ Cecilia recording competently and you use feedback well.

Your answers to the knowledge questions are satisfactory.

Cheers

Phil

Assignment marked
– Passing grade ✓

eLearning not yet completed /
Assessment not yet completed

BSBOPS403

Completed

TAEDEL404

BSBOPS403 - Assessment Task

✓ Satisfactory

Hafez

Completed items will show up **green** on your course homepage. Items that require **further evidence** will display a 'failed' message in **red**. You have not failed. It just means that you need to provide further evidence



ASSIGNMENT

BSBPEF502 - Assessment Tasks

✓ Done: Receive a grade



ASSIGNMENT

BSBPEF402 - Assessment Tasks

✕ Failed: Receive a grade



ASSIGNMENT

BSBLDR411 & BSBXTW401 - Assessment Task

To do: Receive a grade

Useful Side Blocks

Open block drawer

Unit 3: BSBCMM412 Lead difficult conversations



SCORM PACKAGE
BSBCMM412

Complete or pass the activity

MOODLE QUICKGUIDE



Need help Navigating your course?

[Click here](#) to view the Navigation QuickGuide

[Click here](#) to view the eLearning QuickGuide

[Click here](#) to view the submissions QuickGuide

[Click here](#) for the Submission Guidelines

Step by step instructions to help navigating the course

NEED HELP?



If you need help, you can message your trainer through the messages block. Just

search the trainers name from the contacts list.

Alternatively, you can contact our office below:

Phone: 1300 329 300

Email:
info@futureinstitute.edu.au

or visit our frequently asked questions [page here](#)

Contact details if you need help