



**YOUR FUTURE
STARTS AT
GREENWICH**

ABOUT GREENWICH MANAGEMENT COLLEGE

Greenwich Management College offers high quality business and management courses specially designed for international students.

We offer flexible timetables, interactive lectures and learning support specifically aimed at non-native speaker of English.

Our colleges are located in Sydney CBD and Melbourne's central business district with all the conveniences of transport, shopping, food, and entertainment. Study at Greenwich Management College and get your career on track for success!

WHY STUDY WITH US?



Flexible timetable options to suit students' needs – day, evening and Saturday options



Modern, attractive campus with comfortable well-lit classrooms, student kitchens, Wi-Fi and Mobile labs



Excellent trainers with current industry experience, regular professional development and a 'customer-service' focus



All courses are nationally accredited through the Australian Skills Quality Authority (ASQA)



Industry engagement opportunities throughout the course



Easy transition from Greenwich English College, Australia's best provider of English language courses, to ensure your English is at the right level to help you excel in your professional studies and career



► CAMPUS LOCATIONS

Greenwich Management College is located in two amazing campus locations. Greenwich College’s campuses are located in Sydney CBD and Melbourne - within easy walking distance of public transport as well as restaurants, shops and major attractions. All campuses are fully air conditioned, have wi-fi throughout and offer a modern inspiring learning environment.



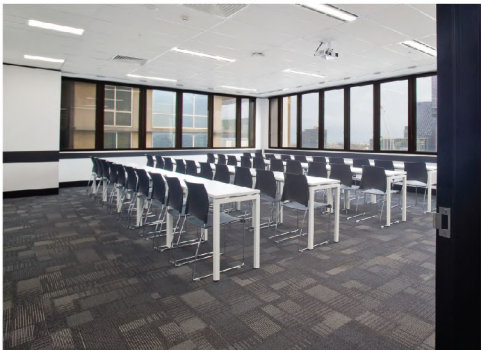
SYDNEY

Greenwich College’s exciting, modern campus is located in the heart of Sydney’s bustling CBD. Transport, shopping, cafes, entertainment hotspots are all within 5 minutes walk and some of the world’s best-known beaches are a short bus-ride away – so it’s easy to experience the best the city has to offer while you study.



MELBOURNE

Greenwich College’s state-of-the-art, modern campus is located in the centre of vibrant Melbourne. It’s easily accessible via public transport - with the free tram stop and Southern Cross train station on its doorstep. Better yet – you’ll be spoiled for choice with a host of dining options, bars, buzzing laneways, world-class shops, and major attractions.



► LIVE AND STUDY IN AUSTRALIA



Greenwich Management College offers you fantastic support as you settle in to your new country. Regular events help you to adjust quickly and effectively to your new life.



FUTURE
FIRST FAIR

The Future First Fair connects you directly to more than 30 of Australia’s leading universities and colleges. You can discover more information about their courses and discuss your options for further study in Australia. There is a wide range of courses on offer, ranging from Vocational certificates to Post-Graduate degrees.



INFO SESSION

Info Sessions are held each month and give you the opportunity to receive and have access to important and useful details on key aspects of life in Australia. Sessions will include topics such as your work rights, visa information, tax processes, how to find a job and how best to settle in Australia. The sessions will help you to thrive in your new home and make your experience the best it can be.



► GREENWICH MANAGEMENT COLLEGE PATHWAYS

Greenwich Management College is able to offer our graduates great pathways to higher education through our partnerships with universities such as Central Queensland University (CQU). All graduate from our Diplomas are guaranteed a full 1 year credit to CQU, and 1,5 year credit from our Advanced Diploma.

- Diploma of Business
 - Diploma of Leadership and Management
- Diploma of Project Management
 - Diploma of Marketing and Communication
- Diploma of Event Management
- Adv. Diploma of Leadership and Management
 - Adv. Diploma of Program Mgmt.

EXAMPLE ►

Diploma



1 Year credit to the Central QLD University Bachelor of Business



Do you want to know more?
greenwichcollege.edu.au

► TIMETABLE

DURATION: Cert II = 3 terms (24 weeks); Cert IV = 5 terms (40 – 44 weeks); Diploma & Adv Diploma = 6 terms (48 – 52 weeks)

COURSES	DAY		EVENING		FULL DAY	
	Sydney	Melbourne	Sydney	Melbourne	Sydney	Melbourne
Certificate II in Workplace Skills BSB20120 (NEW)					✓	✓
Certificate IV in Business BSB40120 (NEW)			✓	✓		
Diploma of Business (Digital and Data) BSB50120 (NEW)					✓	✓
Certificate IV in Leadership & Management BSB40520 (NEW)			✓	✓	✓ ²	
Diploma of Leadership & Management BSB50420 (NEW)			✓	✓	✓	✓
Advanced Diploma of Leadership & Management BSB60420 (NEW)					✓	✓
Certificate IV in Project Management Practice BSB40920 (NEW)			✓	✓	✓ ¹	
Diploma of Project Management BSB50820 (NEW)			✓	✓	✓	✓
Advanced Diploma of Program Management BSB60720 (NEW)					✓	✓
Certificate IV in Marketing & Communication BSB40820 (NEW)				✓ ²	✓	✓
Diploma of Marketing & Communication BSB50620 (NEW)					✓	✓
Diploma of Event Management SIT50316	✓					✓

■ **TIMETABLES ARE SUBJECT TO AVAILABILITY**

1 – From May 2021 2 – From July 2021

Day Timetables will consist of 2 morning sessions – either Mon & Thurs or Tue & Wed (9:00–12:00) + Skill classes

Evening timetables will consist of 2 evening sessions – either Mon & Thurs or Tue & Wed (17:00–20:00) + Skill classes

Full Day timetables will consist of 1 full day session – either Friday all day or Saturday (08:30–03:00) + Skill classes

A final timetable will be allocated to the student in their orientation pack prior to their commencement (at least 2 weeks before the Orientation Day).




SCAN QR CODE FOR
LATEST UPDATES!

► ENTRY REQUIREMENTS

STUDENTS MUST BE 16 YEARS OF AGE AND OVER AT TIME OF STUDY
ALL LEARNERS MUST HAVE COMPLETED YEAR 10 OR OVERSEAS EQUIVALENT (YEAR 12 ADVANCED DIPLOMA)
IELTS 4.5 (CERT.II) AND 5.5 (CERT. IV AND DIPLOMA/ADVANCED DIPLOMA) (See www.greenwichcollege.edu.au)
DIRECT ENTRY IS AVAILABLE FOR STUDENTS:

- Who have successfully completed the following courses with Greenwich English College: General English (Upper Intermediate Level 8 weeks*), English for Business (12 weeks), Cambridge PET * FCE and CAE, AEP, EAP and IELTS* (*With exit point of 5.5 or higher)
- Who have successfully completed at least eight weeks of General English (Upper Intermediate to Advanced Level 5.5 exit point) as per the direct entry flyer of other ELICOS colleges
- Direct entry to students on passing Greenwich English College Placement Test



SPECIAL
Minimun 4 weeks
Greenwich English College

- \$250 Onshore deposit
- \$500 Offshore deposit
- Enrolment fee waived at both institutions
- Free online Courses in Digital Marketing

Recognition of Prior Learning (RPL)
RPL assesses a person’s skills and knowledge they have achieved through formal, informal and non-formal education and training. RPL is only available for Australian Qualifications Framework (AQF) awards. Credit transfer is the recognition of previously completed formal learning. **Contact us for more information on how to apply.**



GMC



MARKETING AND COMMUNICATION

SPECIALISED CONTENT IN DIGITAL AND SOCIAL MARKETING IS INCLUDED IN THIS QUALIFICATION

CERTIFICATE IV

Course Code: BSB40820 - CRICOS Code: 093960D

Are you ready to pursue the world Marketing and Communication in a digital and social media space? Learn the required skills needed to succeed in the marketing communication industry and build strong technical skills to reach your career goals quickly.

DIPLOMA

Course Code: BSB50620 - CRICOS Code: 093961C

Do you want to become a savvy marketer? Learn the leading digital and social media tools and best practices used in modern business to succeed in the marketing communications industry - and gain expertise in communication, marketing concepts, media planning, social media and budgets.

KEY HIGHLIGHTS



Digital Focus

Launch a creative career in marketing and communication. Our course is designed with today's digital world at the core of our syllabus. All learning concepts are delivered in a relevant digital context.



Industry Engagement

We offer students the chance to engage with, meet and network with industry leaders through a variety of open channels including our own Industry Insider.



Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our programs offer students industry internship placement opportunities.

TIMETABLE

COURSES	DAY		EVENING		FULL DAY		DURATION
	Sydney	Melbourne	Sydney	Melbourne	Sydney	Melbourne	
Certificate IV in Marketing & Communication BSB40820 (NEW)					✓ ²	✓	5 TERMS 40 - 44 weeks
Diploma of Marketing & Communication BSB50620 (NEW)					✓	✓	6 TERMS 52 weeks

■ TIMETABLES ARE SUBJECT TO AVAILABILITY

2 – From July 2021

Day Timetables will consist of 2 morning sessions – either Mon & Thurs or Tue & Wed (9:00 am to 12:00 pm) + Skill classes

Evening timetables will consist of 2 evening sessions – either Mon & Thurs or Tue & Wed (5:00 pm to 8:00 pm) + Skill classes

Full Day timetables will consist of 1 full day session – either Friday all day or Saturday (8:30 am to 3:00 pm) + Skill classes

A final timetable will be allocated to the student in their orientation pack prior to their commencement (at least 2 weeks before the Orientation Day).

CERTIFICATE IV IN MARKETING AND COMMUNICATION

BSBCMM411	MAKE PRESENTATIONS (CORE)
BSBCRT412	ARTICULATE, PRESENT AND DEBATE IDEAS (CORE)
BSBMKG433	UNDERTAKE MARKETING ACTIVITIES (CORE)
BSBMKG435	ANALYSE CONSUMER BEHAVIOUR (CORE)
BSBMKG439	DEVELOP AND APPLY KNOWLEDGE OF COMMUNICATIONS INDUSTRY (CORE)
BSBWRT411	WRITE COMPLEX DOCUMENTS (CORE)
BSBMKG434	PROMOTE PRODUCTS AND SERVICES
BSBMKG440	APPLY MARKETING COMMUNICATION ACROSS A CONVERGENT INDUSTRY
BSBP EF 402	DEVELOP PERSONAL WORK PRIORITIES
BSBOPS404	IMPLEMENT CUSTOMER SERVICE STRATEGIES
BSBTWK503	MANAGE MEETINGS
BSBTEC303	CREATE ELECTRONIC PRESENTATIONS

DIPLOMA OF MARKETING AND COMMUNICATION

BSBMKG541	IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES
BSBMKG542	ESTABLISH AND MONITOR THE MARKETING MIX
BSBMKG552	DESIGN AND DEVELOP MARKETING COMMUNICATION PLANS
BSBMKG555	WRITE PERSUASIVE COPY
BSBPMG430	UNDERTAKE PROJECT WORK
BSBMKG543	PLAN AND INTERPRET MARKET RESEARCH
BSBMKG545	CONDUCT MARKETING AUDITS
BSBMKG551	CREATE MULTIPLATFORM ADVERTISEMENTS FOR MASS MEDIA
BSBCMM511	COMMUNICATE WITH INFLUENCE
BSBP EF 501	MANAGE PERSONAL AND PROFESSIONAL DEVELOPMENT
BSBOPS501	MANAGE BUSINESS RESOURCES
BSBPMG535	MANAGE PROJECT INFORMATION AND COMMUNICATION

■ There is no direct entry into this diploma. Students are required to complete a Certificate IV in Marketing and Communication (BSB40820) as a pre-requisite.

WHAT WILL I LEARN?

You will learn to build great presentations, perfecting your ability to wow your clients and deliver a compelling pitch. You will also learn a wide range of digital solutions to power your marketing and enhance your communication. You will be adept at implementing customer centric solutions and leading effective workplace relationships. The course will also guide you to profile your market, analyse and present your findings to prepare complex professional documents.

WHO IS THIS COURSE FOR? Marketing and Communication is designed for students who want to become a savvy marketing and communications practitioner with digital and creative thinking skills in order to drive measurable marketing success. Our diploma is designed with today digital world at the core of our syllabus. All learning concepts are delivered in a relevant digital context.



CAREER OUTCOMES

**DIRECT MARKETING OFFICER, MARKET RESEARCH ASSISTANT,
MARKETING COORDINATOR, PUBLIC RELATIONS, MARKETING & COMMUNICATION MANAGER,
MARKETING TEAM LEADER AND BRAND OR PRODUCT MANAGER.**

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WORKPLACE SKILLS & BUSINESS

PREPARE FOR A SUCCESSFUL CAREER
IN THE BUSINESS AND
ENTREPRENEURSHIP WORLD

CERTIFICATE II

In Workplace Skills | Course Code: BSB20120 - CRICOS Code: 099485M

Are you at the start of your career in the business world? Choose Greenwich Management College as your starting point to set the foundations for your career. Learn basic skills in marketing, customer service, team development, and project management - and start your career journey.

CERTIFICATE IV

In Business | Course Code: BSB40120 - CRICOS Code: 099486K

Want to be job-ready as soon as you graduate? Learn high-level skills in marketing, customer service, team development, and project management - and build strong analytical and problem-solving skills to reach your career goals quickly.

KEY HIGHLIGHTS



Industry Engagement

We offer students the chance to engage with, meet and network with industry leaders through a variety of open channels including our own Industry Insider.



Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our programs offer students industry internship placement opportunities.

TIMETABLE

COURSES	DAY		EVENING		FULL DAY		DURATION
	Sydney	Melbourne	Sydney	Melbourne	Sydney	Melbourne	
Certificate II in Workplace Skills BSB20120 (NEW)					✓	✓	3 TERMS 24 weeks
Certificate IV in Business BSB40120 (NEW)			✓	✓			5 TERMS 40-44 weeks

■ TIMETABLES ARE SUBJECT TO AVAILABILITY

Day Timetables will consist of 2 morning sessions – either Mon & Thurs or Tue & Wed (9:00 am to 12:00 pm) + Skill classes

Evening timetables will consist of 2 evening sessions – either Mon & Thurs or Tue & Wed (5:00 pm to 8:00 pm) + Skill classes

Full Day timetables will consist of 1 full day session – either Friday all day or Saturday (8:30 am to 3:00 pm) + Skill classes

A final timetable will be allocated to the student in their orientation pack prior to their commencement (at least 2 weeks before the Orientation Day).

CERTIFICATE II IN WORKPLACE SKILLS

BSBCRT411	APPLY CRITICAL THINKING TO WORK PRACTICES (CORE)
BSBTEC404	USE DIGITAL TECHNOLOGIES TO COLLABORATE IN A WORK ENVIRONMENT (CORE)
BSBTWK401	BUILD AND MAINTAIN BUSINESS RELATIONSHIPS (CORE)
BSBWHS411	IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS (CORE)
BSBWRT411	WRITE COMPLEX DOCUMENTS (CORE)
BSBXCM401	APPLY COMMUNICATION STRATEGIES IN THE WORKPLACE (CORE)
BSBPEF402	DEVELOP PERSONAL WORK PRIORITIES
BSBPEF403	LEAD PERSONAL DEVELOPMENT
BSBCMM411	MAKE PRESENTATIONS
BSBPMG430	UNDERTAKE PROJECT WORK
BSBMKG434	PROMOTE PRODUCTS AND SERVICES
BSBOPS404	IMPLEMENT CUSTOMER SERVICE STRATEGIES

CERTIFICATE IV IN BUSINESS

BSBCRT411	APPLY CRITICAL THINKING TO WORK PRACTICES (CORE)
BSBTEC404	USE DIGITAL TECHNOLOGIES TO COLLABORATE IN A WORK ENVIRONMENT (CORE)
BSBTWK401	BUILD AND MAINTAIN BUSINESS RELATIONSHIPS (CORE)
BSBWHS411	IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS (CORE)
BSBWRT411	WRITE COMPLEX DOCUMENTS (CORE)
BSBXCM401	APPLY COMMUNICATION STRATEGIES IN THE WORKPLACE (CORE)
BSBPEF402	DEVELOP PERSONAL WORK PRIORITIES
BSBPEF403	LEAD PERSONAL DEVELOPMENT
BSBCMM411	MAKE PRESENTATIONS
BSBPMG430	UNDERTAKE PROJECT WORK
BSBMKG434	PROMOTE PRODUCTS AND SERVICES
BSBOPS404	IMPLEMENT CUSTOMER SERVICE STRATEGIES

WHAT WILL I LEARN?

Certificate II in Workplace Skills and Certificate IV in Business course equips learners with basic all-round business knowledge and extends your skills so that you can learn the basics of successfully contributing in a business environment. You will learn to communicate in the workplace, produce digital workplace documents, learn to process customer complaints, create presentations and apply knowledge of WHS legislation in the workplace.

WHO IS THIS COURSE FOR? The Certificate II in Workplace Skills and Certificate IV in Business are designed for students who want to learn the basic skills to begin a successful career in Business in an English-speaking country. Through our expert trainers and real-life case study approach, our graduates are ready to progress to future courses and work placements faster.



CAREER OUTCOMES

ADMINISTRATIVE ASSISTANT, ADMINISTRATIVE WORKER, OFFICE WORKER, RECEPTIONIST, ADMINISTRATOR, OFFICE COORDINATOR AND PROJECT OFFICER.

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BUSINESS (DIGITAL & DATA)

MASTER THE WORLD OF
DIGITAL & DATA

DIPLOMA

Course Code: BSB50120 - CRICOS Code: 088286J

Learn practical skills in social media, advertising, email marketing, SEO, content creation and more. Discover how to utilise business data to create effective digital marketing strategies, and design campaigns that delight the digital world.

Corporate and business environments now demand an integrated approach across functional areas such as marketing, finance and logistics. Our Diploma of Business (Digital & Data) course will equip you with the skills and knowledge to work across organisations and businesses both in a leadership or team role covering units that focus on today's disruptive, digital and data driven environments.

— KEY HIGHLIGHTS —



Industry Engagement

We offer students the chance to engage with, meet and network with industry leaders through a variety of open channels including our own Industry Insider.



Showcase

Is available to our Business students to display their skill and showcase their ideas to investors and industry.



Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our programs offer students industry internship placement opportunities.

TIMETABLE

COURSES	DAY		EVENING		FULL DAY		DURATION
	Sydney	Melbourne	Sydney	Melbourne	Sydney	Melbourne	
Diploma of Business (Digital and Data) BSB50120 (NEW)					✓	✓	6 TERMS 52 weeks

■ TIMETABLES ARE SUBJECT TO AVAILABILITY

Day Timetables will consist of 2 morning sessions – either Mon & Thurs or Tue & Wed (9:00 am to 12:00 pm) + Skill classes

Evening timetables will consist of 2 evening sessions – either Mon & Thurs or Tue & Wed (5:00 pm to 8:00 pm) + Skill classes

Full Day timetables will consist of 1 full day session – either Friday all day or Saturday (8:30 am to 3:00 pm) + Skill classes

A final timetable will be allocated to the student in their orientation pack prior to their commencement (at least 2 weeks before the Orientation Day).

DIPLOMA OF BUSINESS (DIGITAL & DATA)

HOW DIGITAL MARKETING AFFECTS YOUR AUDIENCE	BSBCRT511	DEVELOP CRITICAL THINKING IN OTHERS (CORE)
CONTROL YOUR DIGITAL MARKETING BUDGET	BSBFIN501	MANAGE BUDGETS AND FINANCIAL PLANS (CORE)
MANAGE YOUR DIGITAL MARKETING RESOURCES	BSBOPS501	MANAGE BUSINESS RESOURCES (CORE)
DEVELOP AN INTERNAL DIGITAL MARKETING CAMPAIGN	BSBSUS511	DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY (CORE)
BUILD A WORKPLACE COMMUNICATION PLAN	BSBXCM501	LEAD COMMUNICATION IN THE WORKPLACE (CORE)
MAXIMISE THE EFFECT OF YOUR DIGITAL STRATEGY & SEO	BSBDAT501	ANALYSE DATA
MARTECH AND AUTOMATION - CRM AND CSM	BSBIN5502	COORDINATE DATA MANAGEMENT
EMAIL AND WEBSITE MARKETING - INTERNAL COMMS	BSBTEC403	APPLY DIGITAL SOLUTIONS TO WORK PROCESSES
NAVIGATE THE DIGITAL WORLD SAFELY	BSBXCS402	PROMOTE WORKPLACE CYBER SECURITY AWARENESS AND PRACTICES
DESIGN A SOCIAL MEDIA CAMPAIGN	BSBSUS601	LEAD CORPORATE SOCIAL RESPONSIBILITY
RAISE YOUR CONTENT MARKETING IMPACT	BSBCRT412	ARTICULATE, PRESENT AND DEBATE IDEAS
HOST GREAT DIGITAL MEETINGS	BSBTWK503	MANAGE MEETINGS

WHAT WILL I LEARN?

This practical, hands-on course will arm you with the knowledge and skills to design, implement and optimise powerful end-to-end Digital & Data strategies. Become an expert in a fast moving and highly sought after industry. Throughout the course we'll teach you how to optimise your digital and data strategies and tactics to get 100% job ready.

Our educators are industry experts, who create, review and update the course content on a regular basis, so you always have cutting edge resources to learn from. We'll also connect you to our network of businesses through our Client-Connect program, so you can gain valuable hands-on experience and put the theory you learn into practice

WHO IS THIS COURSE FOR? The Diploma of Business (Digital & Data) is designed for people looking to gain a deeper understanding of the digital world. We've recognised the need for this qualification to help upskill students in all aspects of the data management and usage, digital marketing, communication and other industry relevant digital skills.

Embrace the flexibility of the 'laptop lifestyle' with the option of working remotely as a Digital Marketing or Data Analyst.



CAREER OUTCOMES

**DIGITAL MARKETING MANAGER, SOCIAL MEDIA MANAGER,
DIGITAL DATA ANALYST, SEO AND MORE.**

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CERTIFICATE IV

Course Code: BSB40520 - CRICOS Code: 088285K

This course introduces students to high-level skills such as marketing, innovation, team leadership and development to help them achieve success in a leadership position.

DIPLOMA

Course Code: BSB50420 - CRICOS Code: 098725G

This course will take you to a new level in developing advanced aspects of leadership and management - including how to plan, organise, implement and monitor the success of teams within an organisation.

ADVANCED DIPLOMA

Course Code: BSB60420 - CRICOS Code: 097921A

This course will provide you with the knowledge and initiative to lead your company, your business or your team from the front, and guide them to success. You will learn pivotal attributes that will help you recruit, train, shape and manage your teams and colleagues all the way to the top of your field.

KEY HIGHLIGHTS



Industry Engagement

We offer students the chance to engage with, meet and network with industry leaders through a variety of open channels including our own Industry Insider.



Career Kickstart

Perfect if you are fresh out of college or looking to fast-track and reboot your career path. You will learn key skills to apply in the workplace and accelerate your progress.



Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our programs offer students industry internship placement opportunities.

TIMETABLE

COURSES	DAY		EVENING		FULL DAY		DURATION
	Sydney	Melbourne	Sydney	Melbourne	Sydney	Melbourne	
Certificate IV in Leadership & Management BSB40520 (NEW)			✓	✓	✓ ²		5 TERMS 40 - 44 weeks
Diploma of Leadership & Management BSB50420 (NEW)			✓	✓	✓	✓	6 TERMS 52 weeks
Advanced Diploma of Leadership & Mgmt BSB60420 (NEW)					✓	✓	6 TERMS 52 weeks

■ TIMETABLES ARE SUBJECT TO AVAILABILITY

2 – From July 2021

Day Timetables will consist of 2 morning sessions – either Mon & Thurs or Tue & Wed (9:00 am to 12:00 pm) + Skill classes

Evening timetables will consist of 2 evening sessions – either Mon & Thurs or Tue & Wed (5:00 pm to 8:00 pm) + Skill classes

Full Day timetables will consist of 1 full day session – either Friday all day or Saturday (8:30 am to 3:00 pm) + Skill classes

A final timetable will be allocated to the student in their orientation pack prior to their commencement (at least 2 weeks before the Orientation Day).

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

BSBLDR411	DEMONSTRATE LEADERSHIP IN THE WORKPLACE (CORE)
BSBLDR413	LEAD EFFECTIVE WORKPLACE RELATIONSHIPS (CORE)
BSBOPS402	COORDINATE BUSINESS OPERATIONAL PLANS (CORE)
BSBXCM401	APPLY COMMUNICATION STRATEGIES IN THE WORKPLACE (CORE)
BSBXTW401	LEAD AND FACILITATE A TEAM (CORE)
BSBLDR412	COMMUNICATE EFFECTIVELY AS A WORKPLACE LEADER
BSBLDR414	LEAD TEAM EFFECTIVENESS
BSBPEF402	DEVELOP PERSONAL WORK PRIORITIES
BSBWHS411	IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS
BSBCRT412	ARTICULATE, PRESENT AND DEBATE IDEAS
BSBOPS404	IMPLEMENT CUSTOMER SERVICE STRATEGIES
BSBPMG430	UNDERTAKE PROJECT WORK

DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSBCMM511	COMMUNICATE WITH INFLUENCE (CORE)
BSBCRT511	DEVELOP CRITICAL THINKING IN OTHERS (CORE)
BSBLDR523	LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS (CORE)
BSBOPS502	MANAGE BUSINESS OPERATIONAL PLANS (CORE)
BSBPEF502	DEVELOP AND USE EMOTIONAL INTELLIGENCE (CORE)
BSBTWK502	MANAGE TEAM EFFECTIVENESS (CORE)
BSBOPS505	MANAGE ORGANISATIONAL CUSTOMER SERVICE
BSBSTR502	FACILITATE CONTINUOUS IMPROVEMENT
BSBSUS511	DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY
BSBTWK503	MANAGE MEETINGS
BSBXCM501	LEAD COMMUNICATION IN THE WORKPLACE
BSBDAT501	ANALYSE DATA

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSBCRT611	PLY CRITICAL THINKING FOR COMPLEX PROBLEM SOLVING (CORE)
BSBLDR601	LEAD AND MANAGE ORGANISATIONAL CHANGE (CORE)
BSBLDR602	PROVIDE LEADERSHIP ACROSS THE ORGANISATION (CORE)
BSBOPS601	DEVELOP AND IMPLEMENT BUSINESS PLANS (CORE)
BSBSTR601	MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT (CORE)
BSBPEF501	MANAGE PERSONAL AND PROFESSIONAL DEVELOPMENT
BSBPMG633	PROVIDE LEADERSHIP FOR THE PROGRAM
BSBSTR602	DEVELOP ORGANISATIONAL STRATEGIES
BSBPMG637	ENGAGE IN COLLABORATIVE ALLIANCE
BSBSUS601	LEAD CORPORATE SOCIAL RESPONSIBILITY

■ There is no direct entry into this course. Students are required to complete a Diploma course with a BSB code as a pre-requisite: BSB50120, BSB50620, BSB50420 or BSB50820.

WHAT WILL I LEARN?

You will learn to motivate, mentor and coach high performing teams. You will also be taught effective communication and how to work with many types of people. You will become an effective leader and be able to work seamlessly with other departments and stakeholders. You will be an expert at prioritising the needs of the company and how to get the very best out of your resources.

WHO IS THIS COURSE FOR? Leadership and Management is an ideal course choice for students that want to learn the skills and expertise required to achieve success in roles involving management and leadership responsibilities.

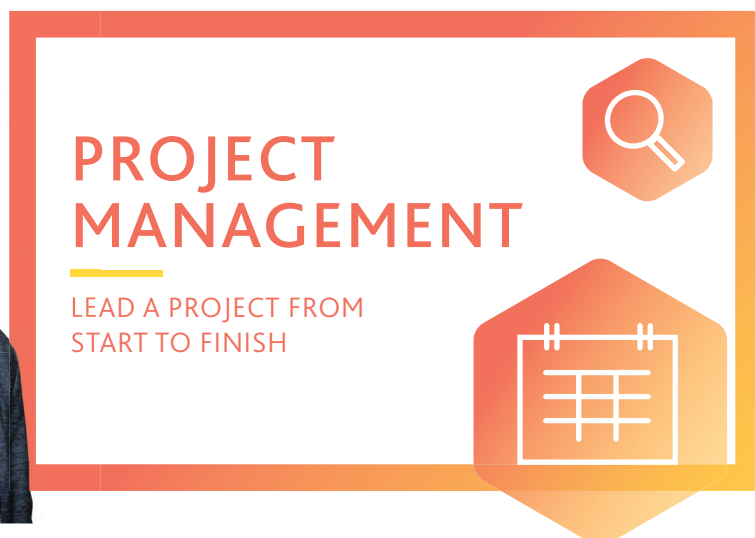
Students will learn and practice a wide range of skills and develop abilities that will enable them to thrive in larger companies and organisations.



CAREER OUTCOMES

**SALES MANAGER, OPERATIONAL COORDINATOR, TEAM LEADER,
OPERATIONS MANAGER, SMALL BUSINESS MANAGER/OWNER, SENIOR MANAGEMENT**

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CERTIFICATE IV

Course Code: BSB40920 - CRICOS Code: 092142B

Gain valuable knowledge skills to manage a range of projects across a range of industries, all taught using real-world case studies and projects. Learn the processes behind developing efficient and systematic ways to delivering projects on time and on budget.

DIPLOMA

Course Code: BSB50820 - CRICOS Code: 092143A

Gain the knowledge and skills to effectively lead a project through from start to finish - including all aspects of a project from budget setting and tracking progress to managing development, controlling communication and managing human resources.

ADVANCED DIPLOMA

Course Code: BSB60720 - CRICOS Code: 098971E

This course will provide students with a solid foundation in Program Management across a range of industry contexts. Individuals at this level use initiative and judgement to direct, plan and lead a range of program functions.

KEY HIGHLIGHTS



Industry Engagement

We offer students the chance to engage with, meet and network with industry leaders through a variety of open channels including our own Industry Insider.



Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our programs offer students industry internship placement opportunities.



Pathway to a career

Transition from Certificate IV to Diploma and finally the Advanced Diploma to lead you into your career as a high level Program and Project Manager.



Program vs. Project

A program is defined as a set of interrelated projects, each of which has a Project Manager. A 'program' of projects refers to a number of related projects managed by the same person.

TIMETABLE

COURSES	DAY		EVENING		FULL DAY		DURATION
	Sydney	Melbourne	Sydney	Melbourne	Sydney	Melbourne	
Certificate IV in Project Management Practice BSB40920 (NEW)			✓	✓	✓ ¹		5 TERMS 40 - 44 weeks
Diploma of Project Management BSB50820 (NEW)			✓	✓	✓	✓	6 TERMS 52 weeks
Advanced Diploma of Program Management BSB60720 (NEW)					✓	✓	6 TERMS 52 weeks

TIMETABLES ARE SUBJECT TO AVAILABILITY

1 – From May 2021

Day Timetables will consist of 2 morning sessions – either Mon & Thurs or Tue & Wed (9:00 am to 12:00 pm) + Skill classes

Evening timetables will consist of 2 evening sessions – either Mon & Thurs or Tue & Wed (5:00 pm to 8:00 pm) + Skill classes

Full Day timetables will consist of 1 full day session – either Friday all day or Saturday (8:30 am to 3:00 pm) + Skill classes

A final timetable will be allocated to the student in their orientation pack prior to their commencement (at least 2 weeks before the Orientation Day).

CERTIFICATE IV OF PROJECT MANAGEMENT

BSBPMG420	APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES (CORE)
BSBPMG421	APPLY PROJECT TIME MANAGEMENT TECHNIQUES (CORE)
BSBPMG422	APPLY PROJECT QUALITY MANAGEMENT TECHNIQUES (CORE)
BSBPMG423	APPLY PROJECT COST MANAGEMENT TECHNIQUES
BSBPMG424	APPLY PROJECT HUMAN RESOURCES MANAGEMENT APPROACHES
BSBPMG425	APPLY PROJECT INFORMATION MANAGEMENT AND COMMUNICATIONS TECHNIQUES
BSBPMG426	APPLY PROJECT RISK MANAGEMENT TECHNIQUES
BSBWHS411	IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS
BSBLDR414	LEAD TEAM EFFECTIVENESS

DIPLOMA OF PROJECT MANAGEMENT

BSBPMG530	MANAGE PROJECT SCOPE (CORE)
BSBPMG531	MANAGE PROJECT TIME (CORE)
BSBPMG532	MANAGE PROJECT QUALITY (CORE)
BSBPMG533	MANAGE PROJECT COST (CORE)
BSBPMG534	MANAGE PROJECT HUMAN RESOURCES (CORE)
BSBPMG535	MANAGE PROJECT INFORMATION AND COMMUNICATION (CORE)
BSBPMG536	MANAGE PROJECT RISK (CORE)
BSBPMG540	MANAGE PROJECT INTEGRATION (CORE)
BSBCMM511	COMMUNICATE WITH INFLUENCE
BSBST502	FACILITATE CONTINUOUS IMPROVEMENT
BSBSUS511	DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY
BSBTWK502	MANAGE TEAM EFFECTIVENESS

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

BSBPMG630	ENABLE PROGRAM EXECUTION (CORE)
BSBPMG634	FACILITATE STAKEHOLDER ENGAGEMENT (CORE)
BSBPMG635	IMPLEMENT PROGRAM GOVERNANCE (CORE)
BSBPMG636	MANAGE BENEFITS (CORE)
BSBPEF502	DEVELOP AND USE EMOTIONAL INTELLIGENCE
BSBPMG631	MANAGE PROGRAM DELIVERY
BSBPMG632	MANAGE PROGRAM RISK
BSBPMG633	PROVIDE LEADERSHIP FOR THE PROGRAM
BSBPMG637	ENGAGE IN COLLABORATIVE ALLIANCES
BSBLDR601	LEAD AND MANAGE ORGANISATIONAL CHANGE
BSBST601	MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT
BSBTWK503	MANAGE MEETINGS

■ Prerequisite: Diploma of Project Management or two years of relevant work experience.

WHAT WILL I LEARN?

You will learn to control the scope of a project by identifying objectives and outcomes. You will become adept at scheduling, budget management and planning all areas of your project. You will learn how to liaise with internal and external stakeholders to ensure success. You will learn complex plus diverse methods for improvement along the project lifecycle. You will learn additional complex techniques as you progress to the Advanced Diploma.

WHO IS THIS COURSE FOR? Project Management is ideal for those looking to diversify their current skillset, or to launch a career. Being able to apply Project Management skills in the workplace will enable students to become more effective and efficient.

For those wanting to succeed as a Project Manager, these courses are vital. Students will cover a wide range of skills that will set them apart from their peers.



CAREER OUTCOMES

PROJECT ADMINISTRATOR, QUALITY OFFICER, BUSINESS OPERATOR, CONTRACT OFFICER, PROJECT MANAGER, PROJECT MANAGER, PROJECT LEADER, PROJECT TEAM LEADER, PROJECT CONTRACT MANAGER, PROGRAM MANAGER, SENIOR PROJECT MANAGER, PROGRAM LEADER, PROGRAM COORDINATOR

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DIPLOMA OF EVENT MANAGEMENT

TAKE A STEP INTO YOUR DREAM
CAREER IN EVENTS

DIPLOMA

Course Code: SIT50316 - CRICOS Code: 097920B

Develop the industry knowledge and know-how to become an expert Event Manager. Learn the core practical skills and technical insights and add this to your creative instincts and intuition to plan and host incredible events and make your mark on the industry. Learn from experienced industry trainers and become an expert in your field.

CERT IV

- Business
- Project Management

DIPLOMA OF EVENT MANAGEMENT

KEY HIGHLIGHTS



Industry Engagement

We offer students the chance to engage with, meet and network with industry leaders through a variety of open channels including our own Industry Insider.



Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our programs offer students industry internship placement opportunities.



Career Kickstart

Perfect if you are fresh out of college or looking to fast-track and reboot your career path. You will learn key skills to apply in the workplace and accelerate your progress.

TIMETABLE

COURSES	DAY		EVENING		FULL DAY		DURATION
	Sydney	Melbourne	Sydney	Melbourne	Sydney	Melbourne	
Diploma of Event Management SIT50316	✓				✓		6 TERMS 52 weeks

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DIPLOMA OF EVENT MANAGEMENT

SITEEVT001	SOURCE AND USE INFORMATION ON THE EVENTS INDUSTRY (CORE)
SITEEVT003	COORDINATE ON-SITE EVENT REGISTRATIONS (CORE)
SITEEVT008	MANAGE EVENT STAGING COMPONENTS (CORE)
SITEEVT010	MANAGE ON-SITE EVENT OPERATIONS (CORE)
SITXCCS007	ENHANCE CUSTOMER SERVICE EXPERIENCES (CORE)
SITXFIN003	MANAGE FINANCES WITHIN A BUDGET (CORE)
SITXHRM003	LEAD AND MANAGE PEOPLE (CORE)
SITXMGT001	MONITOR WORK OPERATIONS (CORE)
SITXMGT002	ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS (CORE)
SITXMGT003	MANAGE PROJECTS (CORE)
SITXWHS002	IDENTIFY HAZARDS, ASSESS AND CONTROL SAFETY RISKS (CORE)
SITEEVT005	PLAN IN-HOUSE EVENTS OR FUNCTIONS
SITEEVT006	DEVELOP CONFERENCE PROGRAMS
SITEEVT007	SELECT EVENT VENUES AND SITES
CUAFOH504	MANAGE FRONT OF HOUSE SERVICES
SITXHRM004	RECRUIT, SELECT AND INDUCT STAFF
SITXHRM006	MONITOR STAFF PERFORMANCE
SITXMPR004	COORDINATE MARKETING ACTIVITIES
SITXMPR006	OBTAIN AND MANAGE SPONSORSHIP
SITXMPR008	PREPARE AND PRESENT PROPOSALS

WHAT WILL I LEARN?

You will learn how to prepare and plan your event proposals and how best to pitch them to your clients. You will discover how to book the ideal venue for each event, ensuring that you are able to showcase your clients in the perfect setting. The course will also guide you in how to recruit and build your own dream team to staff your event. You will also learn elements of marketing, sponsorship, operations, budgets and how to maximise customer service experience.

WHO IS THIS COURSE FOR? The Diploma of Event Management is the perfect choice for students who want to begin or further a career in tourism and travel, hospitality, sport, cultural, and community sectors.

This course will provide the practical and industry skills for students to be successful in the Events Industry. Students will learn how to select the perfect venue, how to obtain event sponsorship and how to assess and minimise risk. Students will also develop skills to market their events and how to prepare and plan event proposals.



CAREER OUTCOMES

EVENT PLANNER, EVENT COORDINATOR, EVENT OR EXHIBITION PLANNER,
EVENT SALES COORDINATOR, FUNCTION COORDINATOR,
STAGING COORDINATOR, VENUE MANAGER, CONFERENCE COORDINATOR, ONSITE EVENTS MANAGER,
IN-HOUSE EVENTS MANAGER, EVENTS PROJECT TEAM LEADER AND MORE

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GREENWICH
Management College



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Greenwich English College Pty Ltd
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Greenwich Management College