



# MANAGEMENT COURSES

# ACCREDITATIONS & ASSOCIATIONS

## Australian Skills Quality Authority (ASQA)

ASQA is the recognition and registering authority in Australia for all RTOs that issue Australian Qualifications Framework (AQF) qualifications and statements of attainment. ASQA approves the provision of courses to overseas students studying in Australia which are listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

## Recognition of Prior Learning (RPL)

RPL assesses a person's skills and knowledge they have achieved through informal education and training, as well as course credit for previous formal education and training. RPL is only available for Australian Qualifications Framework (AQF) awards. Contact us for more information on how to apply.

## Flexible Learning & Assessment

Greenwich College programs have flexible delivery methods and we ensure assessments are fair and equitable. We vary our learning methods as well as provide flexible assessments to meet individual special learning needs. The important focus is placed on the student achieving the required learning outcomes, competencies, and/or the standards rather than the method itself.

## Australian Quality Training Framework (AQTF)

The AQTF is the national set of standards which assures nationally consistent, high quality vocational training and assessments in Australia.



Greenwich College is a proud member of the NextEd Group, a leading training provider delivering accredited and non-accredited education and training solutions throughout Australia and internationally.

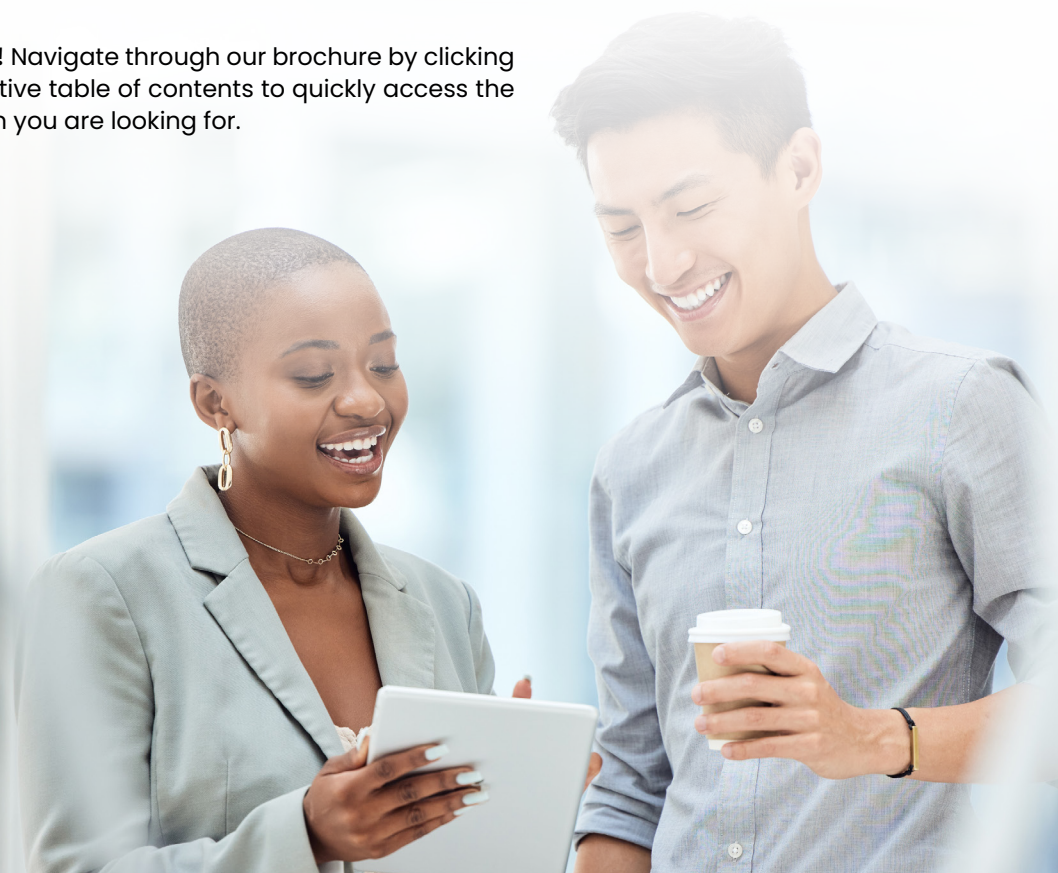




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**Click to go!** Navigate through our brochure by clicking our interactive table of contents to quickly access the information you are looking for.



# WELCOME TO GREENWICH COLLEGE

## MANAGEMENT AT GREENWICH COLLEGE

Greenwich College offers a range of Management focused vocational courses that are perfect to give you a kick-start to your chosen career. Our courses are practical and combine real life case studies to give you the best possible opportunity to succeed in your chosen area.

We are able to offer our students a high level of industry engagement and interaction with genuine business leaders and entrepreneurs. This ensures that our graduates are best placed to graduate into the job market with successful outcomes.

## OUR VALUES



We are passionate about our students



We encourage curiosity and innovation



We respect all people across all cultures



We are a community that collaborates and supports one another



We place our students at the heart of everything we do



We are committed to quality education for all students



# A NEW WORLD OF POSSIBILITIES

Complete your vocational qualification with Greenwich College and experience our practical, hands-on teaching methods with real-life case studies and industry engagement. As well as your Certificate, Diploma, Advanced Diploma or Graduate Diploma, you will graduate being job ready with industry insights and guidance to help you excel in your chosen field.

COURSE	QUALIFICATION	DURATION	COURSE CODE	CRICOS CODE
<b>Business</b>	Certificate II in Workplace Skills	24 weeks	BSB20120	104741J
	Certificate IV in Business	40 – 44 weeks	BSB40120	104743G
	Diploma of Business – Digital Transformation	52 weeks	BSB50120	104744F
<b>Management</b>	Graduate Diploma of Management – Learning	52 weeks	BSB80120	107097H
<b>Leadership &amp; Management</b>	Certificate IV	40 – 44 weeks	BSB40520	103951G
	Diploma	52 weeks	BSB50420	104165C
	Advanced Diploma	52 weeks	BSB60420	104745E
<b>Project Management</b>	Certificate IV in Project Management Practice	40 – 44 weeks	BSB40920	103918H
	Diploma of Project Management	52 weeks	BSB50820	104117M
	Advanced Diploma of Program Management	52 weeks	BSB60720	104433K
<b>Marketing &amp; Communication</b>	Certificate IV	40 – 44 weeks	BSB40820	104746D
	Diploma	52 weeks	BSB50620	104747C

ENTRY REQUIREMENTS					
	Certificate II	Certificate IV	Diploma	Advanced Diploma	Graduate Diploma
<b>Academic</b>	18 years of age and over & completed year 10			18 years of age and over & completed year 12	
<b>IELTS</b>	IELTS 4.5	IELTS 5.5			
<b>Direct Entry</b>	Students that have successfully completed the following courses with Greenwich College: <ul style="list-style-type: none"> <li>• General English – Upper Intermediate Level*</li> <li>• English for Business</li> <li>• Cambridge PET*, FCE, CAE, EVS &amp; EAP</li> <li>• IELTS*</li> </ul>				
	<ul style="list-style-type: none"> <li>• Students who have successfully completed at least 8 weeks of General English (Upper Intermediate to Advanced Level*) as per the direct entry flyer of other ELICOS colleges</li> <li>• Students on passing Greenwich College Placement Test</li> </ul> <p><i>*With exit point of 5.5 or higher</i></p>				



# OUR CAMPUS LOCATIONS

Click on each city for more information on our campuses!

## SYDNEY



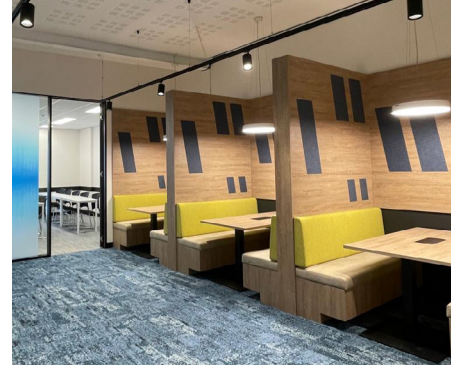
## MELBOURNE



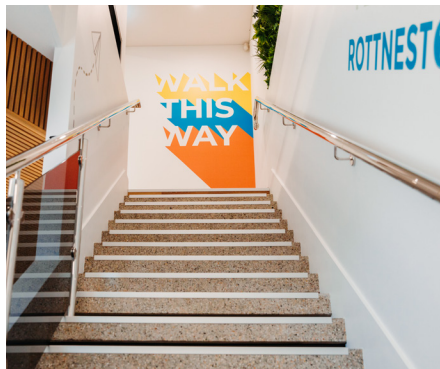
## BRISBANE







**GOLD COAST**



**PERTH**



**ADELAIDE**

# WORKPLACE SKILLS & BUSINESS

PREPARE FOR A  
SUCCESSFUL CAREER IN  
THE **BUSINESS WORLD**

In this day and age business environments require an integrated approach in all areas. Our Workplace and Business courses will give you the hard and soft skills to be successful in these disruptive, digital and data driven environments.

## CAREER OPPORTUNITIES

- Administrative roles
- Coordinator / Manager roles
- Project Officer
- Business Development Manager
- Program Coordinator

BSB20120 CERTIFICATE II IN <b>WORKPLACE SKILLS</b>		
<b>24 WEEKS DURATION</b>	This course is for you if you're at the start of your business world career. Learn skills in the key areas of marketing, customer service, team development, and project management.	
<b>CORE UNITS</b>	BSBWHS211	Contribute to the health and safety of self and others
	BSBSUS211	Participate in sustainable work practices
	BSBCMM211	Apply communication skills
	BSBOPS201	Work effectively in business environments
	BSBPEF202	Plan and apply time management
<b>ELECTIVE UNITS</b>	BSBOPS203	Deliver a service to customers
	BSBPEF201	Support personal wellbeing in the workplace
	BSBTEC201	Use business software applications
	BSBTEC202	Use digital technologies to communicate in a work environment
	BSBTEC203	Research using the internet





## BSB40120 CERTIFICATE IV IN BUSINESS

<b>40–44 WEEKS DURATION</b>	Take your skills to the next level in marketing, customer service, team development, and project management. Build your strong analytical and problem-solving techniques to further your career up the ranks.	
<b>CORE UNITS</b>	BSBCRT411	Apply critical thinking to work practives
	BSBTEC404	Use digital technologies to collaborate in a work environment
	BSBTWK401	Build and maintain business relationships
	BSBWHS411	Implement and monitor WHS policies, procedures and programs
	BSBWRT411	Write complex documents
	BSBXCM401	Apply communication strategies in the workplace
<b>ELECTIVE UNITS</b>	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

## BSB50120 DIPLOMA OF BUSINESS

<b>52 WEEKS DURATION</b>	Learn practical digital skills that are used and needed in many fields, including social media, advertising, email marketing, SEO, content creation and more. Discover how to utilise business data to create effective strategies, enhancing your career, value and earning potential.	
<b>CORE UNITS</b>	BSBCRT511	Develop critical thinking in others
	BSBFIN501	Manage budgets and financial plans
	BSBOPS501	Manage business resources
	BSBSUS511	Develop workplace policies and procedures for sustainability
	BSBXCM501	Lead communication in the workplace
<b>ELECTIVE UNITS</b>	BSBDAT501	Analyse data
	BSBINS502	Coordinate data management
	BSBTEC403	Apply digital solutions to work processes
	BSBXCS402	Promote workplace cyber security awareness and practices
	BSBSUS601	Lead corporate social responsibility
	BSBCRT412	Articulate, present and debate ideas
	BSBTWK503	Manage meetings



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



Our courses are designed to help students develop practical skills. Through our expert trainers and real-life case study approach, our graduates are job-ready faster.

# LEADERSHIP & MANAGEMENT

## BUILD YOUR **BUSINESS LEADERSHIP SKILLS**

Leadership and Management is perfect for students that want to learn the skills and expertise required to manage and lead teams with ability, success and confidence – vital in any industry.

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

## **CAREER OPPORTUNITIES**

- Sales Manager
- Team Leader
- Operational Coordinator / Manager
- Senior Project / Program Manager
- Small Business Manager / Owner

BSB40520 CERTIFICATE IV IN <b>LEADERSHIP &amp; MANAGEMENT</b>		
<b>40–44 WEEKS DURATION</b>	Develop skills across a range of areas including: customer service, financial administration and business communication to achieve success in a leadership position.	
<b>CORE UNITS</b>	BSBLDR411	Demonstrate leadership in the workplace
	BSBLDR413	Lead effective workplace relationships
	BSBOPS402	Coordinate business operational plans
	BSBXCM401	Apply comms strategies in the workplace
	BSBXTW401	Lead and facilitate a team
	BSBOPS404	Implement customer service strategies
	BSBPMG430	Undertake project work
<b>ELECTIVE UNITS</b>	BSBLDR412	Communicate effectively as a workplace leader
	BSBLDR414	Lead team effectiveness
	BSBPEF402	Develop personal work priorities
	BSBWHS411	Implement and monitor WHS policies, procedures & programs
	BSBCRT412	Articulate, present and debate ideas
	BSBOPS404	Implement customer service strategies
	BSBPMG430	Undertake project work



## BSB50420 DIPLOMA OF LEADERSHIP & MANAGEMENT

<b>52 WEEKS DURATION</b>	Our diploma 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.	
<b>CORE UNITS</b>	BSBCMM511	Communicate with influence
	BSBCRT511	Develop critical thinking in others
	BSBLDR523	Lead and manage effective workplace relationships
	BSBOPS502	Manage business operational plans
	BSBPEF502	Develop and use emotional intelligence
	BSBTWK502	Manage team effectiveness
<b>ELECTIVE UNITS</b>	BSBOPS505	Manage organisational customer service
	BSBSTR502	Facilitate continuous improvement
	BSBSUS511	Develop workplace policies and sustainability
	BSBTWK503	Manage meetings
	BSBXCM501	Lead communication in the workplace
	BSBDAT501	Analyse data

## BSB60420 ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

<b>52 WEEKS DURATION</b>	Gain knowledge and initiative to lead a company, your business or a team from the front, guiding them to success. Learn how to recruit, train and manage your teams with ability and confidence.	
<b>CORE UNITS</b>	BSBCRT611	Apply critical thinking for complex problem solving
	BSBLDR601	Lead and manage organisational change
	BSBLDR602	Provide leadership across the organisation
	BSBOPS601	Develop and implement business plans
	BSBSTR601	Manage innovation and continuous improvement
<b>ELECTIVE UNITS</b>	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



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# PROJECT MANAGEMENT

## LEAD A PROJECT FROM START TO FINISH

Our Project Management courses are perfect for those looking to diversify their current skillset, or to launch a career and succeed as a Project Manager. Being able to apply Project Management skills in the workplace will enable students to become more effective and efficient.

## CAREER OPPORTUNITIES

- Contract / Quality Officer
- Business Operator
- Project Administrator / Manager / Leader
- Senior Project Manager
- Program Coordinator / Manager / Leader

BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE		
<b>40–44 WEEKS DURATION</b>	Gain valuable knowledge and skills to manage a range of projects across different 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 budget.	
<b>CORE UNITS</b>	BSBPMG420	Apply project scope management techniques
	BSBPMG421	Apply project time management techniques
	BSBPMG422	Apply project quality management techniques
<b>ELECTIVE UNITS</b>	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





## BSB50820 DIPLOMA OF PROJECT MANAGEMENT

<b>52 WEEKS DURATION</b>	Develop 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.	
<b>CORE UNITS</b>	BSBPMG530	Manage project scope
	BSBPMG531	Manage project time
	BSBPMG532	Manage project quality
	BSBPMG533	Manage project cost
	BSBPMG534	Manage project human resources
	BSBPMG535	Manage project information and communication
	BSBPMG536	Manage project risk
	BSBPMG540	Manage project integration
<b>ELECTIVE UNITS</b>	BSBCMM511	Communicate with influence
	BSBSTR502	Facilitate continuous improvement
	BSBSUS511	Develop workplace policies and procedures for sustainability
	BSBTWK502	Manage team effectiveness

## BSB60720 ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

<b>52 WEEKS DURATION</b>	Gain 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.	
<b>CORE UNITS</b>	BSBPMG630	Enable program execution
	BSBPMG634	Facilitate stakeholder engagement
	BSBPMG635	Implement program governance
	BSBPMG636	Manage benefits
<b>ELECTIVE UNITS</b>	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
	BSBSTR601	Manage innovation and continuous improvement
BSBTWK503	Manage meetings	



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# MARKETING & COMMUNICATION

## BECOME AN **EXPERT IN DIGITAL & SOCIAL MEDIA MARKETING**

Our courses are meticulously designed to meet the needs of students aiming for success in marketing and communication across various business sectors. We prioritize equipping our students with essential skills tailored for today's fast-paced business world.

Staying updated with the latest trends in marketing is integral to our approach. By incorporating emerging strategies and technologies into our curriculum, we ensure our graduates are well-prepared to confidently navigate the dynamic landscape of marketing.

## **CAREER** OPPORTUNITIES

- Communications Coordinator / Manager
- Market Research Specialist
- Marketing Coordinator
- Marketing Manager
- Public Relations Officer





## BSB40820 CERTIFICATE IV IN **MARKETING & COMMUNICATION**

<b>40–44 WEEKS DURATION</b>	Are you ready to pursue the world of digital and social marketing and communication? Learn the required skills needed to succeed in the marketing communication industry and build strong technical skills to reach your career goals quickly.	
<b>CORE UNITS</b>	BSBCMM411	Make presentations
	BSBCRT412	Articulate, present and debate ideas
	BSBMKG433	Undertake marketing activities
	BSBMKG435	Analyse consumer behaviour
	BSBMKG439	Develop and apply knowledge of communications industry
	BSBWRT411	Write complex documents
<b>ELECTIVE UNITS</b>	BSBMKG434	Promote products and services
	BSBMKG440	Apply marketing communication across a convergent industry
	BSBPEF402	Develop personal work priorities
	BSBOPS404	Implement customer service strategies
	BSBTWK503	Manage meetings
	BSBTEC303	Create electronic presentations

## BSB50620 DIPLOMA OF **MARKETING & COMMUNICATION**

<b>52 WEEKS DURATION</b>	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.	
<b>CORE UNITS</b>	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
<b>ELECTIVE UNITS</b>	BSBMKG543	Plan and interpret market research
	BSBMKG545	Conduct marketing audit
	BSBMKG551	Create multiplatform advertisements for mass media
	BSBCMM511	Communicate with influence
	BSBPEF501	Manage personal and professional development
	BSBOPS501	Manage business resources
	BSBPMG535	Manage project information and communication



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# MANAGEMENT (LEARNING)

## TRANSMIT **KNOWLEDGE, SKILLS & IDEAS** TO OTHERS

This is an outcome based and newly designed course for the post COVID world leader. Recent global events show us that leaders need to be agile, versatile and flexible to stay ahead of the game.

The Graduate Diploma of Management (Learning) is the perfect choice for those who wish to advance their knowledge and skills for professional or further learning. Moreover, graduates from this course may wish to continue and complete their qualification as a pathway to higher levels of study, including at the post-graduate level at Australian universities.

## **CAREER OPPORTUNITIES**

- Line / Senior Manager
- Learning and Development Manager
- Head of a Department
- Human Resource Practitioner
- RTO Manager / Education Advisor

## COURSE **OUTCOMES**

- Building & leading effective teams
- Planning & managing operations
- Managing workplace relationships & HR functions
- Understanding & interpreting legislative requirements
- Sourcing & applying information
- Engaging a range of stakeholders
- Coordinating promotional activities

This Graduate Diploma is an ideal course for those that want to step into a strategic managerial or administration role. It will also assist students to develop their skills and knowledge to enhance their employability opportunities and apply the knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

BSB80120 GRADUATE DIPLOMA OF <b>MANAGEMENT (LEARNING)</b>		
<b>52 WEEKS DURATION</b>		Develop and refine the relevant skills and knowledge to achieve success in roles involving management and leadership.
<b>CORE UNITS</b>	BSBHRM613	Contribute to the development of learning and development strategies
	TAELED803	Implement improved learning practice
	BSBLDR811	Lead strategic transformation
<b>ELECTIVE UNITS</b>	BSBSTR801	Lead innovative thinking and practice
	BSBTWK601	Develop and maintain strategic business networks
	BSBHRM611	Contribute to organisational performance development
	BSBLDR812	Develop and cultivate collaborative partnerships and relationships
	BSBTEC601	Review organisational digital strategy



## MAKE THE MOST OF YOUR STUDIES

Our trainers are eager to help you achieve your study goals and address your individual learning needs.

Join our Skills Development Classes as an extension of the scheduled face-to-face class to get extra support and guidance during your entire study plan, available for all terms and timetables.



An extension lesson of the scheduled face-to-face class to get extra support



Seek further clarification on your assessment tasks of the content of the unit



Work on your re-assessments with support and guidance from your skills trainer



Seek assistance to work on units you may not have passed in the previous terms



Have a regular one-on-one support session with a trainer to address your individual learning needs



# OTHER COURSES AT GREENWICH COLLEGE

Greenwich College extends a welcoming range of courses in English, Hospitality and Health & Care, thoughtfully designed to empower you in launching your desired career, whether it's in Australia or any other corner of the globe. Say hello to a new world of possibilities!

Click on each heading to view our brochures for each course!

## ENGLISH COURSES

PROFICIENCY LEVEL	BEGINNER	ELEMENTARY	PRE INTERMEDIATE	INTERMEDIATE	UPPER INTERMEDIATE	ADVANCED	PROFICIENCY		
GENERAL ENGLISH	GENERAL ENGLISH								
		PRONUNCIATION IN CONTEXT							
CAMBRIDGE			KET	PET	FCE1	FCE2	CAE1	CAE2	CPE
IELTS				FOUNDATION		ADVANCED			
ENGLISH FOR SPECIAL PURPOSES					EVS				
						EAP			
				ENGLISH FOR BUSINESS					
				ENG + CREATIVE TECH					

## HOSPITALITY CULINARY PACKAGE PROGRAMS

COURSE	QUALIFICATION	DURATION	COURSE CODE	CRICOS CODE
ACCELERATED CULINARY PROGRAM (ACP)				
<b>Kitchen Management</b>	Certificate IV	84 weeks	SIT40521	111584C
<b>Hospitality Management</b>	Diploma	26 weeks	SIT50422	111585B
EXECUTIVE CHEF TRAINING (ECT)				
<b>Kitchen Management</b>	Certificate IV	84 weeks	SIT40521	111584C
<b>Hospitality Management</b>	Diploma	26 weeks	SIT50422	111585B
<b>Hospitality Management</b>	Advanced Diploma	34 weeks	SIT60322	111586A

## HEALTH & CARE COURSES

COURSE	QUALIFICATION	DURATION	COURSE CODE	CRICOS CODE
<b>Individual Support – Ageing &amp; Disability</b>	Certificate III	32 weeks	CHC33021	114522D
<b>Ageing Support</b>	Certificate IV	52 weeks	CHC43015	114523C
<b>Community Services – Case Management</b>	Diploma	52 weeks	CHC52021	114524B

# ONLINE COURSES AT GREENWICH COLLEGE

## PTE TEST PREPARATION

This Greenwich College-created, self-guided course covers all you'll need to know about how to achieve a high score in the Pearson Test of English (PTE) academic test.

- Access up to 200 types of exercises, 50 in each skill
- Get up to 50 practice tests for free

## AUSTRALIAN SURVIVAL ENGLISH

Begin your Australian adventure at home! This course will introduce you to Australian slang and idioms so that you can feel confident speaking English from your first day in Australia. Improve your English skills by focusing on:

- Listening
- Comprehension
- Vocabulary
- Functional every language

## CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT

This online preparation course prepares you for an Internationally recognised Project Management Certificate.

- Demonstrate your ability and stand out in your career
- Course Trainer is Project Management Institute (PMI) accredited
- Test materials and mock tests included

## VIRTUAL INTERNSHIP

We've teamed up with Virtual Internships to offer you the opportunity to participate in a remote internship with a global company in your chosen field.

- Work with thousands of innovative companies in 80+ countries
- Work directly with founders and c-suite members
- Gain an edge over your competition in job applications

Click on each heading for further course information on the website!

## FURTHER STUDY OPTIONS

Do you want to go to further study at University or College? Greenwich College is a highly regarded direct entry pathway provider for selected leading Australian Universities and Colleges – so you can gain entry without needing to complete an official entrance exam.



[Click here](#) to view all of our partners!

