

DOUBLE DIPLOMA

BSB40120 CERTIFICATE IV IN BUSINESS

BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT



Greystone
COLLEGE

Package the BSB40120 **Certificate IV in Business** with the BSB50420 **Diploma in Leadership & Management** and

GET THE BSB50120 DIPLOMA OF BUSINESS AT NO EXTRA COST

in this 120-132 week program.

CRICOS COURSE CODE: 104778G
CRICOS COURSE CODE: 104145G
CRICOS COURSE CODE: 104773A

Campus

Adelaide, Brisbane, Melbourne, Sydney

Due to COVID-19, Greystone College Australia will continue to offer online VET classes until at least the end of 2022.

Program Length

120-132 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**96 weeks study + up to maximum 34 weeks scheduled breaks*

Schedule

Weekday: Adelaide, Brisbane, Melbourne, Sydney

Weekend: Adelaide, Brisbane, Melbourne, Sydney

2021 Start Dates

May 10, Jun 7, Aug 2, Aug 30, Sep 27, Nov 22

SCHEDULED BREAKS

Jul 5 - Aug 1

Oct 25 - Nov 21

Dec 20 - Jan 2, 2022

2021 Fees

Registration fee:	\$230
Material fees:	\$280
Tuition:	\$24,000

*RPL & Credit Transfer must be applied for upon enrolment
Moodle re-opening fee \$50**

** All fees in Australian Dollars, payment by installment is available on request and approval*

Entry Requirement

- An equivalent of Australia's Year 10 school certificate. A prior working knowledge of a business environment would be useful.
- International students must meet a minimum language requirement of IELTS 5.0 with a minimum band score of 5.0. TOEIC 600 with a minimum reading score of 300. Direct entry is available through ILSC Intermediate 2 and above.
- Students must be at least 18 at the commencement of studies.

Double Diploma

In the Double Diploma, package the BSB40120 Certificate IV in Business and the BSB50420 Diploma of Leadership together to build a comprehensive set of skills. On successful completion you will also qualify to be issued a 'qualification' in the BSB50120 Diploma of Business, allowing you to earn 3 qualifications.

Study Schedule/Delivery Mode

In all of our programs, you will build a timetable which combines 14 hours a week of face-to-face, in-class study and six hours per week online study. The online study component includes exercises, discussion forums, and resources to help with assignments and to provide foundational academic and learning skills. In-class study schedules combine the core lecture with Assessment Essentials and PASS classes.

You must attend both lectures, as each lecture covers different content. PASS classes are Practical Assessment Support Sessions. In PASS classes, you will meet with your trainer to discuss any questions you may have about study or assessments. In Assessment Essentials, you'll learn essential tips and info on how to successfully complete the unit. This class guides you through the unit focusing on key topics you need to master, as well as assessment tips and common mistakes. NOTE: If you miss a class, please view the videos.

Weekday Schedule - Sample*

HOURS	MONDAY	TUESDAY
1:15 PM-3:15 PM	Assessment Essentials	PASS
3:30 PM-5:30 PM	PASS	Assessment Essentials
6:00 PM-9:00 PM	Lecture	Lecture

Weekend Schedule - Sample*

HOURS	FRIDAY	HOURS	SATURDAY
1:15 PM-3:15 PM	Assessment Essentials	9:00 AM-12:00 PM	Lecture
3:30 PM-5:30 PM	Assessment Essentials	12:30 PM-3:30 PM	Lecture
6:00 PM-9:00 PM	PASS	3:45 PM-4:45 PM	PASS

** Schedules may vary.*



BSB40120 CERTIFICATE IV IN BUSINESS

In the BSB40120 Certificate IV in Business, you will build key skills and knowledge to support your success in a variety of Business Services job roles. Develop the ability to supervise the performance of others and carry out a variety of administrative or operational tasks that require self-development skills. You will learn to apply solutions to a specific range of unpredictable problems and analyse information from a variety of sources. This qualification will prepare you for roles where you may provide leadership and guidance to others and have some responsibility for the productivity of other staff in the workplace.

CRICOS COURSE CODE: 104778G

BSB40120 Certificate IV in Business Units

BSBCRT411 APPLY CRITICAL THINKING TO WORK PRACTICES

In this unit you will learn how to use advanced level critical thinking skills in the workplace. Topics include: Establish role of critical thinking in the workplace; Lead critical thinking process; Develop critical thinking mindset.

BSBTEC404 USE DIGITAL TECHNOLOGIES TO COLLABORATE IN A WORK ENVIRONMENT

In this unit you will learn how to use digital technology to collaborate in a workplace, including working as part of a remote team, and to complete work tasks more efficiently and effectively. Topics include: Review existing digital technology use in the business; Identify opportunities to implement digital technologies for workplace collaboration; Implement and use digital technologies to collaborate in the workplace.

BSBTWK401 BUILD AND MAINTAIN BUSINESS RELATIONSHIPS

In this unit you will learn how to establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills. Topics include: Establish business relationships; Maintain business relationships; Build and improve business relationships.

BSBWHS411 IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS

In this unit you will learn how to implement and check an organisation's workplace health and safety (WHS) policies, procedures and programs. Topics include: Provide information to work team about WHS policies and procedures; Implement and monitor work team consultative arrangements for managing WHS; Implement and monitor organisational procedures for providing WHS training to work team; Implement and monitor organisational procedures and legal requirements for identifying hazards, and assessing and controlling risks; Implement and monitor organisational procedures for maintaining WHS records.

BSBWRT411 WRITE COMPLEX DOCUMENTS

In this unit you will learn how to plan, draft and finalise complex documents based on a range of information sources. Topics include: Plan complex document; Draft complex document; Finalise complex document.

BSBXC401 APPLY COMMUNICATION STRATEGIES IN THE WORKPLACE

In this unit you will learn how to use effective communication strategies to provide instruction and feedback, and facilitate respectful interaction, in the workplace within any industry. Topics include: Prepare for communication; Use communication strategies to provide work instruction; Facilitate workplace communication; Monitor and support team communication.

BSBPEF402 DEVELOP PERSONAL WORK PRIORITIES

In this unit you will learn how to plan and prioritise your tasks at work, and how to seek and evaluate feedback on your work performance. Topics include: Plan personal work schedule; Implement personal work schedule; Review personal work priorities.

BSBPEF502 DEVELOP AND USE EMOTIONAL INTELLIGENCE

In this unit you will learn how to develop emotional intelligence to increase self-awareness, self-management, and social awareness, and to manage relationships in the workplace. Topics include: Prepare to develop emotional intelligence; Develop emotional intelligence; Promote development of emotional intelligence in others.

BSBCMM411 MAKE PRESENTATIONS

In this unit you will learn how to prepare, deliver and review presentations for a range of purposes such as marketing, training and promotions. Topics include: Prepare presentation; Deliver presentation; Review presentation.

BSBCRT412 ARTICULATE, PRESENT AND DEBATE IDEAS

In this unit you will learn how to effectively express, present and debate ideas, using creative techniques to engage others. Topics include: Establish framework for communication; Develop ideas for communication; Debate and discuss ideas.

BSBPMG430 UNDERTAKE PROJECT WORK

In this unit you will learn how to complete a small project or part of a larger project. You will learn how to develop a project plan, administer and monitor the project, then finalise and review it. Topics include: Establish project parameters; Develop project plan; Administer and monitor project; Finalise and review project.

BSBMKG433 UNDERTAKE MARKETING ACTIVITIES

In this unit you will learn how to prepare, coordinate and review basic marketing activities for small or large enterprises. Topics include: Prepare to undertake marketing activity; Co-ordinate marketing activities; Review marketing activities.



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ILSC (Brisbane) PTY LTD is trading as ILSC-Brisbane, ILSC-Sydney, ILSC-Melbourne, ILSC-Adelaide, Greystone College and ILSC Australia
RTO Number 31564, CRICOS Course Code: 02137M.



BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

In the BSB50420 Diploma of Leadership and Management, you will learn how to apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. At the diploma level, you will learn to display initiative and judgement in planning, organising, implementing and monitoring your own workload and the workloads of others. You will learn to use communication skills to support individuals and teams to meet organisational or enterprise requirements. You will develop the ability to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information.

CRICOS COURSE CODE: 104145G

BSB50420 Diploma of Leadership and Management Units

BSBCM511 COMMUNICATE WITH INFLUENCE

In this unit you will learn how to communicate effectively through making presentations, leading and participating in meetings, and conducting negotiations. Topics include: Identify communication requirements; Negotiate to achieve agreed outcome; Participate in and lead meetings; Make presentations.

BSBCRT511 DEVELOP CRITICAL THINKING IN OTHERS

In this unit you will learn how to help other staff in the workplace to develop critical and creative thinking skills. Topics include: Assess individual and team critical and creative thinking skills; Establish an environment that encourages the application of critical and creative thinking; Monitor and improve thinking practices.

BSBLDR523 LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

In this unit you will learn how to use a range of strategies and problem-solving skills to manage effective workplace relationships. Topics include: Establish effective workplace relationship processes; Manage effective workplace relationships; Review management of workplace relationships.

BSBOPS502 MANAGE BUSINESS OPERATIONAL PLANS

In this unit you will learn how to develop and implement plans for the effective operation and productivity of a business. Topics include: Establish an operational plan; Manage resource acquisition; Monitor and review operational performance.

BSBPEF502 DEVELOP AND USE EMOTIONAL INTELLIGENCE

In this unit you will learn how to develop emotional intelligence to increase self-awareness, self-management, and social awareness, and to manage relationships in the workplace. Topics include: Prepare to develop emotional intelligence; Develop emotional intelligence; Promote development of emotional intelligence in others.

BSBSUS511 DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY

In this unit you will learn how to develop and implement workplace sustainability policies, improving an organisation's social, economic and environmental impact. Topics include: Prepare workplace sustainability policies; Implement workplace sustainability policies; Review implementation of workplace sustainability policies.

BSBTWK502 MANAGE TEAM EFFECTIVENESS

In this unit you will learn how to lead teams in the workplace and to actively engage with the management of the organisation. Topics include: Establish team performance plan; Develop and facilitate team cohesion; Facilitate teamwork; Liaise with stakeholders.

BSBFIN501 MANAGE BUDGETS AND FINANCIAL PLANS

In this unit you will learn how to manage budgets and financial plans for an organisation or a work team. You will also learn how to negotiate and communicate financial plans and processes. Topics include: Plan financial management approaches; Implement and monitor financial management plans; Review and evaluate financial management plans.

BSBXC501 LEAD COMMUNICATION IN THE WORKPLACE

In this unit you will learn how to develop your communication skills as a team leader in the workplace. Topics include: Establish communication protocols; Coordinate effective communication; Present and negotiate persuasively; Review communication practices.

BSBLDR522 MANAGE PEOPLE PERFORMANCE

In this unit you will learn how to manage the performance of staff, allocate work, reward excellence and provide feedback. Topics include: Assign work; Assess performance; Give feedback; Manage follow-up.

BSBOPS504 MANAGE BUSINESS RISK

In this unit you will learn how to manage business risks in an organisation or business unit or area. Topics include: Establish risk context; Identify risks; Analyse risks; Select and implement treatments.

BSBOPS501 MANAGE BUSINESS RESOURCES

In this unit you will learn how to manage business resources according to the business strategies of an organisation. Topics include: Analyse resource requirements; Develop resource plans; Allocate resources; Review and report on resource usage.



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IMPORTANT INFORMATION



GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

Greystone College campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, software, free WIFI, photocopiers, charging stations, and student lounge. It is highly recommended you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.



BOOTCAMP

Bootcamp is a free service designed to keep you on track. Juggling a busy lifestyle with study and work can be tough; our free Bootcamp program is available to help students catch up on assessments if they fall behind.



COURSE RESOURCES

The Online Course Resource Library provides students with informative links and information. Resources are easily searched by course unit or topic, and make your learning easier. On the Online Learning Management System (LMS), all class assessments, student work books, and extra resources that support class delivery are available for download. Test and assessment results are posted in student files. Students can use the LMS to message other students in their classes or their trainer if they have questions or want to connect.



ASSESSMENTS

All units studied in this qualification will be assessed in at least three different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.



COURSE COMPLETION

Students obtaining a 'Competent' result for all units studied in the Double Diploma will be issued three 'Qualifications' issued by Greystone College – one for the BSB40120 Certificate IV in Business, one for the BSB50420 Diploma of Leadership and Management, and one for the BSB50120 Diploma of Business.

Should a student not complete the full qualification, a 'Statement of Attainment' will be issued for the units which the student is deemed 'Competent'.



RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to Greystone College website or VET Student Handbook for more information.



NATIONALLY RECOGNISED
TRAINING

WHAT IS NATIONALLY RECOGNISED TRAINING

All Greystone College programs are Nationally Recognised Training. The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.

For policies and procedures around: deferring, suspending, or cancelling enrollment; refunds; complaints and appeals; tracking attendance and academic progression, please refer to our website:

<https://www.greystonecollege.com.au/policies>

Greystone College Pty Ltd partners with local and global agents to engage with prospective students. Please see the list on our website under Policy and Procedures for details.



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ONLINE LEARNING SUPPORT MEASURES FOR GREYSTONE COLLEGE STUDENTS



Why is Greystone College Australia delivering classes online?

Due to the COVID-19 pandemic, Greystone College has had to shift its delivery of VET courses from on-campus to online. We will continue to keep students updated as Greystone College assesses government guidelines and directives.

How can I access my online VET courses?

Delivery of lectures and support classes are provided using professional ZOOM webinar technology. The technology allows students and trainers to screen share content, use on screen whiteboards, use breakout rooms for group based learning activities or private conversations, manage in class polls and debates, trainer to student or student to student chat functions and much more.

What equipment do I need to join online?

Greystone College students can participate in the online courses using a smartphone, laptop or tablet. They also need an internet connection to connect in.

Greystone College uses MOODLE as its Learner Management System, which all students have access to once they commence their program. Classes are delivered remotely using ZOOM as its platform.

If a student does not have the necessary equipment to join online classes, the college may be able to support the student with on-campus equipment.

Greystone College students receive a free Microsoft Office subscription, and this allows them to have access to all the MS suite of products, including Word, Excel, PowerPoint and TEAMS.

How should I complete assessments?

How about observations and role-plays?

Assessments are delivered using our customised Learning Management System, Moodle. Students are able to access all topic content online, and provide written responses using fillable PDF documents and templates to deliver individual and group-based assessment. If students are not able to access these documents online, PDF print-outs can be made available.

Students are also required to demonstrate knowledge of assessments through trainer observations during webinars as part of their final grade. Observations might include a group activity such as a presentation, or individual role play simulation. Grades and detailed assessment feedback are allocated to students via Moodle allowing students to manage their course progress.

Who can I talk to if I have a problem?

Greystone College students have access to student support via email, phone or in-person at the campus.

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