

GREYSTONE COLLEGE AUSTRALIA

NEW BUSINESS QUALIFICATIONS

LAUNCHING MAY, 2021

ADELAIDE | BRISBANE | MELBOURNE | SYDNEY



Greystone
COLLEGE

GREYSTONECOLLEGE.COM.AU

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

This year, Greystone College Australia is launching a **NEW**, updated suite of business qualifications.

Our new suite of qualifications have been created in response to the development of Australia's Business Services Training Package 7.0, an important government initiative intended to update some of the most popular qualifications in the Vocational Training and Education or VET system. These qualification updates are being applied across all Registered Training Organizations.

Our new suite of Business qualifications will provide our students with:



Transferable skills that allow them to move easily between related occupations.



Technical skills that will help them navigate our increasingly interconnected world of work.



A competitive edge for finding work and growing in their careers.

CURRENT QUALIFICATIONS >>>>>>> NEW QUALIFICATIONS

CERTIFICATE II

- > BSB20115 **Certificate II in Business** CRICOS Course Code 086801M
- > BSB20215 **Certificate II in Customer Engagement** CRICOS Course Code 086801M

- > No direct program equivalent. Instead, build fundamental workplace skills for business and customer service in our new program:
- BSB20120 **Certificate II in Workplace Skills** CRICOS Course Code 105113G
- Specialization in Workplace Fundamentals: Compiled from BSB20120 Certificate II in Workplace Skills** CRICOS Course Code 105113G

**STARTS
AUG 30**

CERTIFICATE III

- > BSB30115 **Certificate III in Business** CRICOS Course Code 086819A

- > BSB30120 **Certificate III in Business** CRICOS Course Code 104774M
- > **Specialization in Business Basics: Compiled from BSB30120 Certificate III in Business** CRICOS Course Code 104774M

**STARTS
MAY 10**

CERTIFICATE IV

- > BSB40215 **Certificate IV in Business** CRICOS Course Code 096038C
- > BSB42415 **Certificate IV in Marketing and Communication** CRICOS Course Code 097829G
- > BSB42415 **Certificate IV in Marketing and Communication (Pre-requisite units for Diploma ONLY)** CRICOS Course Code 097829G
- > BSB41115 **Certificate IV in International Trade** CRICOS Course Code 104774M

- > BSB40120 **Certificate IV in Business** CRICOS Course Code 104778G
- > BSB40820 **Certificate IV in Marketing and Communication** CRICOS Course Code 104777H
- > **Specialization in Business Essentials: Compiled from BSB40120 Certificate IV in Business** CRICOS Course Code 104778G
- > **Specialization in Communication for Managers and Supervisors: Compiled from BSB40820 Certificate IV in Marketing & Communication** CRICOS Course Code 104777H ***THIS PROGRAM STARTS SEP 27***
- > BSB40820 **Certificate IV in Marketing and Communication Skill Set (Pre-requisite units for Diploma)** CRICOS Course Code 104777H
- > There is no direct program equivalent for the BSB41115 Certificate IV in International Trade. Instead, choose from our other Certificate IV options.

**STARTS
MAY 10**

DIPLOMA

- > BSB52415 **Diploma of Marketing and Communication** CRICOS Course Code 097830D
- > BSB51415 **Diploma of Project Management** CRICOS Course Code 097831C
- > BSB50815 **Diploma of International Business** CRICOS Course Code 087346K
- > BSB51918 **Diploma of Leadership and Management** CRICOS Course Code 098701E

- > BSB50620 **Diploma of Marketing and Communication** CRICOS Course Code 104775K
- > BSB50820 **Diploma of Project Management** CRICOS Course Code 104109M
- > BSB50120 **Diploma of Business** CRICOS Course Code 104773A
- > BSB50120 **Diploma of Business (Organisational Development)** CRICOS Course Code 104773A
- > BSB50420 **Diploma of Leadership and Management** CRICOS Course Code 104145G
- > **Specialization in Human Resources for Project Management: Compiled from BSB50820 Diploma of Project Management** CRICOS Course Code 104109M
- > **Specialization in Project Management Mastery: Compiled from BSB50820 Diploma of Project Management** CRICOS Course Code 104109M ***THIS PROGRAM STARTS SEP 27***

**STARTS
MAY 10**

ADVANCED DIPLOMA

- > BSB61015 **Advanced Diploma of Leadership and Management** CRICOS Course Code 0101811

- > BSB60420 **Advanced Diploma of Leadership and Management** CRICOS Course Code 104776J

NEW DOUBLE DIPLOMA

Take one certificate IV and one diploma and earn three qualifications!

- BSB40120 **Certificate IV in Business** CRICOS Course Code 104778G
- BSB50420 **Diploma of Leadership and Management** CRICOS Course Code 104145G
- BSB50120 **Diploma of Business** CRICOS Course Code 104773A

We look forward to delivering transformative learning and living experiences to Greystone College Australia students through our new suite of Business qualifications.

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

- Learn a comprehensive skill set to increase your employability and prepare you for a variety of entry-level Business Services jobs
- Develop the soft skills that companies look for like communication, team work, and awareness of wellbeing in the workplace.
- Learn transferrable hard skills like using digital technologies and business software, and preparing simple documents
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals



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CRICOS COURSE CODE: 105113G

Campus

Brisbane, Melbourne, Sydney

Program Length

Maximum 54 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**40 weeks study + up to 14 weeks scheduled breaks*

Schedule

Weekday: Brisbane, Melbourne, Sydney

Weekend: Brisbane, Melbourne, Sydney

2021 Start Dates

Aug 30, Sep 27, Nov 22

SCHEDULED BREAKS

Oct 25 – Nov 21

Dec 20 – Jan 2, 2022

2021 Fees

Registration fee: \$230

Material fees: \$280

Tuition: \$7,000

*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 4.0 with a minimum band score of 4.0. TOEIC 500 with a minimum reading score of 200. Direct entry is available through ILSC Beginner 4 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

In the BSB20120 Certificate II in Workplace Skills, you will develop skills needed to perform a variety of entry-level Business Services job roles. The qualification is also suitable for those who have not yet entered the workforce and are developing skills in preparation for work. Learn how to carry out a range of tasks that require self-management and technology skills, and to perform mainly routine tasks under direct supervision.

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.*



BSB20120 Certificate II in Workplace Skills Units

BSBCMM211 APPLY COMMUNICATION SKILLS

In this unit you will learn how to apply basic communication skills in the workplace. You will learn to gather information and to communicate appropriately in speaking and writing. Topics include: Identify communication requirements; Communicate using verbal and non-verbal communication skills; Draft written communications.

BSBOPS201 WORK EFFECTIVELY IN BUSINESS ENVIRONMENTS

In this unit you will learn how to work effectively in business environments. You will learn to identify and work to organisational standards, manage your workload, and work as part of a team. Topics include: Identify the business context; Work in a team; Develop effective work habits.

BSBPEF202 PLAN AND APPLY TIME MANAGEMENT

In this unit you will learn how to use time management processes to organise and complete work tasks. You will also learn how to seek and review feedback to improve your time management skills. Topics include: Organise work schedule; Complete work tasks; Review work performance.

BSBSUS211 PARTICIPATE IN SUSTAINABLE WORK PRACTICES

In this unit you will learn how to carry out work practices in an environmentally sustainable way. Topics include: Measure sustainable work practices; Support sustainable work practices; Seek opportunities to improve sustainable work practices.

BSBWHS211 CONTRIBUTE TO THE HEALTH AND SAFETY OF SELF AND OTHERS

In this unit you will learn how to work in a manner that is healthy and safe for yourself and other people. You will also learn how to assist in responding to incidents. Topics include: Operate safely in own work environment; Operate safely within requirements of own role; Participate in WHS consultative processes.

BSBPEF201 SUPPORT PERSONAL WELLBEING IN THE WORKPLACE

In this unit you will learn how to improve your personal wellbeing in the workplace. Topics include: Recognise factors that impact personal wellbeing; Plan communication with supervisor; Communicate with supervisor; Investigate available wellbeing resources.

BSBTEC101 OPERATE DIGITAL DEVICES

This unit describes the skills and knowledge required to start up and use a range of basic functions on digital devices. The unit applies to those who perform a range of routine digital tasks in the various sectors of the business services industry and generally work under direct supervision.

BSBOPS203 DELIVER A SERVICE TO CUSTOMERS

This unit describes the skills and knowledge required to deliver aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products, and processing customer feedback. The unit applies to those who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of customer service in a defined context under direct supervision or with limited individual responsibility.

BSBTWK201 WORK EFFECTIVELY WITH OTHERS

This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict. The unit applies to individuals who perform a range of routine tasks in a team environment and use a basic knowledge of teamwork in a defined context, under direct supervision or with limited individual responsibility.

BSBINS201 PROCESS AND MAINTAIN WORKPLACE INFORMATION

This unit describes the skills and knowledge required to receive, process, and store workplace information and maintain information systems. It also includes the maintenance of records management systems. The unit applies to individuals who perform a variety of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

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 will be issued a 'Qualification' – BSB20120 Certificate II in Workplace Skills issued by Greystone College. 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.



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.

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RTO Number 31564, CRICOS Course Code: 02137M.

SPECIALIZATION IN WORKPLACE FUNDAMENTALS

COMPILED FROM BSB20120 CERTIFICATE II IN WORKPLACE SKILLS



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Package 6 consecutive units from the BSB20120 Certificate II in Workplace Skills and on successful completion get a Specialization in Workplace Fundamentals.

CRICOS COURSE CODE: 105113G

Campus

Brisbane, Melbourne, Sydney

Program Length

28-34 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

*24 weeks study + up to 10 weeks scheduled breaks

Schedule

Weekday: Brisbane, Melbourne, Sydney

Weekend: Brisbane, Melbourne, Sydney

2021 Start Dates

Aug 30, Sep 27, Nov 22

SCHEDULED BREAKS

Oct 25 – Nov 21

Dec 20 – Jan 2, 2022

2021 Fees

Registration fee: \$230

Material fees: \$280

Tuition: \$5,800

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 4.0 with a minimum band score of 4.0. TOEIC 500 with a minimum reading score of 200. Direct entry is available through ILSC Beginner 4 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

The Specialization in Workplace Fundamentals gives students the flexibility to package 6 consecutive units found in our BSB20120 Certificate II in Workplace Skills. On successful completion of these units, you will start building fundamental skills required for entry level work. Students who complete these units will have the option to continue on and study the rest of the BSB20120 Certificate II in Workplace Skills if they choose.

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.



Specialization in Workplace Fundamentals Units

Take 6 consecutive units out of the following 10 units offered in the BSB20120 Certificate II in Workplace Skills.*

BSBCMM211 APPLY COMMUNICATION SKILLS

In this unit you will learn how to apply basic communication skills in the workplace. You will learn to gather information and to communicate appropriately in speaking and writing. Topics include: Identify communication requirements; Communicate using verbal and non-verbal communication skills; Draft written communications.

BSBOPS201 WORK EFFECTIVELY IN BUSINESS ENVIRONMENTS

In this unit you will learn how to work effectively in business environments. You will learn to identify and work to organisational standards, manage your workload, and work as part of a team. Topics include: Identify the business context; Work in a team; Develop effective work habits.

BSBPEF202 PLAN AND APPLY TIME MANAGEMENT

In this unit you will learn how to use time management processes to organise and complete work tasks. You will also learn how to seek and review feedback to improve your time management skills. Topics include: Organise work schedule; Complete work tasks; Review work performance.

BSBSUS211 PARTICIPATE IN SUSTAINABLE WORK PRACTICES

In this unit you will learn how to carry out work practices in an environmentally sustainable way. Topics include: Measure sustainable work practices; Support sustainable work practices; Seek opportunities to improve sustainable work practices.

BSBWHS211 CONTRIBUTE TO THE HEALTH AND SAFETY OF SELF AND OTHERS

In this unit you will learn how to work in a manner that is healthy and safe for yourself and other people. You will also learn how to assist in responding to incidents. Topics include: Operate safely in own work environment; Operate safely within requirements of own role; Participate in WHS consultative processes.

BSBPEF201 SUPPORT PERSONAL WELLBEING IN THE WORKPLACE

In this unit you will learn how to improve your personal wellbeing in the workplace. Topics include: Recognise factors that impact personal wellbeing; Plan communication with supervisor; Communicate with supervisor; Investigate available wellbeing resources.

BSBTEC101 OPERATE DIGITAL DEVICES

This unit describes the skills and knowledge required to start up and use a range of basic functions on digital devices. The unit applies to those who perform a range of routine digital tasks in the various sectors of the business services industry and generally work under direct supervision.

BSBOPS203 DELIVER A SERVICE TO CUSTOMERS

This unit describes the skills and knowledge required to deliver aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products, and processing customer feedback. The unit applies to those who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of customer service in a defined context under direct supervision or with limited individual responsibility.

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This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict. The unit applies to individuals who perform a range of routine tasks in a team environment and use a basic knowledge of teamwork in a defined context, under direct supervision or with limited individual responsibility.

BSBINS201 PROCESS AND MAINTAIN WORKPLACE INFORMATION

This unit describes the skills and knowledge required to receive, process, and store workplace information and maintain information systems. It also includes the maintenance of records management systems. The unit applies to individuals who perform a variety of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

*Units offered in the BSB20120 Certificate II in Workplace Skills run in sequence.

When you take the specialization, the particular 6 units available to you will depend on your start date.

Important Information



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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 the units studied will be issued a 'Statement of Attainment' for each unit. Students may choose to continue and complete the full BSB20120 Certificate II in Workplace Skills (4 more units) in order to receive the full 'Qualification.'



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.



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RTO Number 31564, CRICOS Course Code: 02137M.

BSB30120 CERTIFICATE III IN BUSINESS



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CRICOS COURSE CODE: 104774M

- Explore and develop a wide range of business skill sets to support your success in business services jobs
- Develop soft skills like critical thinking, articulating and debating ideas effectively, and customer service
- Explore current business topics like sustainability, inclusive work practices, and safety
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

60-66 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**48 weeks study + up to maximum 18 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:	\$12,000

*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 4.5 with a minimum band score of 4.0. TOEIC 525 with a minimum reading score of 250. Direct entry is available through ILSC Intermediate 1 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

In the BSB30120 Certificate III in Business, you will build key skills and knowledge to support your success in a variety of business services job roles. You will explore how to conduct a range of routine tasks that require technology and business skills, and will be able to establish your own work performance. This qualification will help you develop critical thinking skills to support effective decision makings, allowing you to apply relevant theoretical knowledge to support your work. You will also learn to provide technical advice and support to a team.

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 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*

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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.*



BSB30120 Certificate III in Business Units

BSBCRT311 APPLY CRITICAL THINKING SKILLS IN A TEAM ENVIRONMENT

In this unit you will learn how to use critical thinking skills to find solutions to workplace problems. Topics include: Prepare to address workplace problems; Evaluate solutions for workplace problems; Finalise and review solution development processes.

BSBPEF201 SUPPORT PERSONAL WELLBEING IN THE WORKPLACE

In this unit you will learn how to improve your personal wellbeing in the workplace. Topics include: Recognise factors that impact personal wellbeing; Plan communication with a supervisor; Communicate with a supervisor; Investigate available wellbeing resources.

BSBSUS211 PARTICIPATE IN SUSTAINABLE WORK PRACTICES

In this unit you will learn how to carry out work practices in an environmentally sustainable way. Topics include: Measure sustainable work practices; Support sustainable work practices; Seek opportunities to improve sustainable work practices.

BSBTWK301 USE INCLUSIVE WORK PRACTICES

In this unit you will learn how to recognise and interact productively with diverse groups of people in the workplace. Topics include: Establish practices that support individual differences in the workplace; Work effectively with individual differences; Assess use of inclusive practices.

BSBWHS311 ASSIST WITH MAINTAINING WORKPLACE SAFETY

In this unit you will learn how to implement and check workplace health and safety policies, procedures and programs. Topics include: Assist with incorporating WHS policies and procedures into work team processes; Contribute to consultative arrangements for managing WHS; Contribute to organisational procedures for providing WHS training; Participate in identifying hazards, and assessing and controlling risks for the work area.

BSBXC301 ENGAGE IN WORKPLACE COMMUNICATION

In this unit you will learn how to use appropriate methods to communicate effectively in the workplace. Topics include: Plan workplace communication; Undertake routine communication; Participate in workplace communication.

BSBTEC201 USE BUSINESS SOFTWARE APPLICATIONS

In this unit you will learn how to choose suitable software and organise electronic information in the workplace. Topics include: Select and prepare to use technology; Input and process information or data; Finalise and store document.

BSBWRT311 WRITE SIMPLE DOCUMENTS

In this unit you will learn how to plan, draft and finish a simple document. Topics include: Plan simple documents; Draft simple documents; Finalise simple documents.

BSBTEC202 USE DIGITAL TECHNOLOGIES TO COMMUNICATE IN A WORK ENVIRONMENT

In this unit you will learn how to choose and use suitable methods of digital communication in the workplace. Topics include: Identify purpose and methods of digital communication; Implement procedures to send and receive digital communications; Assist with managing digital communications.

BSBPEF301 ORGANISE PERSONAL WORK PRIORITIES

In this unit you will learn how to organise a personal work schedule, analyse and receive feedback on your work, and develop your skills professionally. Topics include: Organise and complete your own work schedule; Evaluate your own work performance; Coordinate personal skill development and learning.

BSBINS302 ORGANISE WORKPLACE INFORMATION

In this unit you will learn how to receive, collect, organise and apply workplace information. Topics include: Receive, acquire and assess information; Organise information; Review information needs.

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 a framework for communication; Develop ideas for communication; Debate and discuss ideas.

BSBOPS304 DELIVER AND MONITOR A SERVICE TO CUSTOMERS

In this unit you will learn how to identify customer needs, and deliver and improve customer service. Topics include: Identify customer needs; Deliver a service to customers; Evaluate customer service delivery.

Important Information



GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

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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 will be issued a 'Qualification' – BSB30120 Certificate III in Business issued by Greystone College. 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.



WHAT IS NATIONALLY RECOGNISED TRAINING

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RTO Number 31564, CRICOS Course Code: 02137M.



SPECIALIZATION IN BUSINESS BASICS

COMPILED FROM BSB30120 CERTIFICATE III IN BUSINESS

Package 6 consecutive units IN OUR BSB30120 Certificate III in Business and on successful completion get a Specialization in Business Basics.

CRICOS COURSE CODE: 104774M

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

28-34 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**24 weeks study + up to maximum 10 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: \$5,800

*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 4.5 with a minimum band score of 4.0. TOEIC 525 with a minimum reading score of 250. Direct entry is available through ILSC Intermediate 1 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

The Specialization in Business Basics gives students the flexibility to package 6 consecutive units found in our BSB30120 Certificate III in Business. On successful completion of these units, you will start developing key skills to support you in a variety of business services job roles. Students who complete these units will have the option to continue on and study the rest of the BSB30120 Certificate III in Business if they choose.

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 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.*



Specialization in Business Basics Units

Take 6 consecutive units out of the following 13 units offered in the BSB30120 Certificate III in Business.*

BSBCRT311 APPLY CRITICAL THINKING SKILLS IN A TEAM ENVIRONMENT

In this unit you will learn how to use critical thinking skills to find solutions to workplace problems. Topics include: Prepare to address workplace problems; Evaluate solutions for workplace problems; Finalise and review solution development processes.

BSBPEF201 SUPPORT PERSONAL WELLBEING IN THE WORKPLACE

In this unit you will learn how to improve your personal wellbeing in the workplace. Topics include: Recognise factors that impact personal wellbeing; Plan communication with a supervisor; Communicate with a supervisor; Investigate available wellbeing resources.

BSBSUS211 PARTICIPATE IN SUSTAINABLE WORK PRACTICES

In this unit you will learn how to carry out work practices in an environmentally sustainable way. Topics include: Measure sustainable work practices; Support sustainable work practices; Seek opportunities to improve sustainable work practices.

BSBTWK301 USE INCLUSIVE WORK PRACTICES

In this unit you will learn how to recognise and interact productively with diverse groups of people in the workplace. Topics include: Establish practices that support individual differences in the workplace; Work effectively with individual differences; Assess use of inclusive practices.

BSBWH311 ASSIST WITH MAINTAINING WORKPLACE SAFETY

In this unit you will learn how to implement and check workplace health and safety policies, procedures and programs. Topics include: Assist with incorporating WHS policies and procedures into work team processes; Contribute to consultative arrangements for managing WHS; Contribute to organisational procedures for providing WHS training; Participate in identifying hazards, and assessing and controlling risks for the work area.

BSBXCM301 ENGAGE IN WORKPLACE COMMUNICATION

In this unit you will learn how to use appropriate methods to communicate effectively in the workplace. Topics include: Plan workplace communication; Undertake routine communication; Participate in workplace communication.

*Units offered in the BSB20120 Certificate II in Workplace Skills run in sequence. When you take the specialization, the particular 6 units available to you will depend on your start date.

BSBTEC201 USE BUSINESS SOFTWARE APPLICATIONS

In this unit you will learn how to choose suitable software and organise electronic information in the workplace. Topics include: Select and prepare to use technology; Input and process information or data; Finalise and store document.

BSBWRT311 WRITE SIMPLE DOCUMENTS

In this unit you will learn how to plan, draft and finish a simple document. Topics include: Plan simple documents; Draft simple documents; Finalise simple documents.

BSBTEC202 USE DIGITAL TECHNOLOGIES TO COMMUNICATE IN A WORK ENVIRONMENT

In this unit you will learn how to choose and use suitable methods of digital communication in the workplace. Topics include: Identify purpose and methods of digital communication; Implement procedures to send and receive digital communications; Assist with managing digital communications.

BSBPEF301 ORGANISE PERSONAL WORK PRIORITIES

In this unit you will learn how to organise a personal work schedule, analyse and receive feedback on your work, and develop your skills professionally. Topics include: Organise and complete your own work schedule; Evaluate your own work performance; Coordinate personal skill development and learning.

BSBINS302 ORGANISE WORKPLACE INFORMATION

In this unit you will learn how to receive, collect, organise and apply workplace information. Topics include: Receive, acquire and assess information; Organise information; Review information needs.

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 a framework for communication; Develop ideas for communication; Debate and discuss ideas.

BSBOPS304 DELIVER AND MONITOR A SERVICE TO CUSTOMERS

In this unit you will learn how to identify customer needs, and deliver and improve customer service. Topics include: Identify customer needs; Deliver a service to customers; Evaluate customer service delivery.

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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 the units studied will be issued a 'Statement of Attainment' for each unit. Students may choose to continue and complete the full BSB30120 Certificate III in Business (6 more units) in order to receive the full 'Qualification'.



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RTO Number 31564, CRICOS Course Code: 02137M.



BSB40120 CERTIFICATE IV IN BUSINESS

- Explore a comprehensive set of topics to support you in business services jobs supporting administration and operations
- Develop and enhance your soft skills by exploring advanced critical thinking, communication, negotiation, emotional intelligence and more
- Learn to prepare complex documents, plan and participate in projects, and to coordinate marketing activities
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals



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CRICOS COURSE CODE: 104778G

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

60-66 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**48 weeks study + up to maximum 18 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:	\$12,000

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Moodle re-opening fee \$50**

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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.

Program Description

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.

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.

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6:00 PM-9:00 PM	PASS	3:45 PM-4:45 PM	PASS

** Schedules may vary.*



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.

BSBXCM401 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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RTO Number 31564, CRICOS Course Code: 02137M.



SPECIALIZATION IN BUSINESS ESSENTIALS

COMPILED FROM BSB40120 CERTIFICATE IV IN BUSINESS



Greystone
COLLEGE

Package 6 consecutive units IN OUR BSB40120 Certificate IV in Business and on successful completion get a Specialization in Business Essentials.

CRICOS COURSE CODE: 104778G

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

28-34 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**24 weeks study + up to maximum 10 weeks scheduled breaks*

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** 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.

Program Description

The Specialization in Business Essentials gives students the flexibility to package 6 consecutive units found in our BSB40120 Certificate IV in Business. On successful completion of these units, you will have started developing key skills to support you in a variety of business services job roles that support administration and operations. Students who complete these units will have the option to continue on and study the rest of the BSB40120 Certificate IV in Business if they choose.

Study Schedule/Delivery Mode

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Specialization in Business Essentials Units

Take 6 consecutive units out of the following 12 units offered in the BSB40120 Certificate IV in Business.*

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.

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BSBWRT411 WRITE COMPLEX DOCUMENTS

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BSBXC401 APPLY COMMUNICATION STRATEGIES IN THE WORKPLACE

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COURSE COMPLETION

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Greystone
COLLEGE

[GREYSTONECOLLEGE.COM.AU](https://www.greystonecollege.com.au)

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.



BSB40820 CERTIFICATE IV IN MARKETING AND COMMUNICATION



Greystone
COLLEGE

CRICOS COURSE CODE: 104777H

- Build a comprehensive skill set to support your work in marketing and communications roles, or to support these activities as part of a broader organisational role
- Develop analytical and practical skills and knowledge to help you understand consumer behaviour, promote products, make presentations and undertake a variety of marketing activities
- Learn to communicate effectively and build and maintain business relationships
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals

Campus

Brisbane, Melbourne, Sydney

Program Length

60-66 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**48 weeks study + up to maximum 18 weeks scheduled breaks*

Schedule

Weekday: 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:	\$12,000

*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 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

In the BSB40820 Certificate IV in Marketing and Communication, you will build the key skills and knowledge needed to use well-developed marketing and communication skills in a variety of contexts. The program will support your success in full-time marketing roles, as well as roles where marketing is part of a broader organisational role. Learn to apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

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.*



BSB40802 Certificate IV Marketing and Communication Units

BSBMM411 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.

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.

BSBMKG435 ANALYSE CONSUMER BEHAVIOUR*

In this unit you will learn how to analyse consumer behaviour for markets and specific needs. Topics include: Evaluate drivers of consumer behaviour; Evaluate reasons for existing levels of consumer interest; Recommend marketing focus.

BSBMKG439 DEVELOP AND APPLY KNOWLEDGE OF COMMUNICATIONS INDUSTRY*

In this unit you will learn how to research, analyse and apply knowledge of the communications industry. Topics include: Research and analyse communications information; Develop communications deliverables; Finalise communications deliverables.

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.

BSBMKG434 PROMOTE PRODUCTS AND SERVICES

In this unit you will learn how to coordinate and review the promotion of an organisation's products and/or services. Topics include: Establish promotional activities; Coordinate promotional activities; Review promotional activities.

BSBMKG440 APPLY MARKETING COMMUNICATION ACROSS A CONVERGENT INDUSTRY

In this unit you will learn how to work effectively within the convergent industry to apply marketing communications. Topics include: Establish convergent environment; Prepare convergent tools and techniques; Implement marketing communications.

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.

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.

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.

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.

*Prerequisite Units required for enrolment into BSB50620 Diploma of Marketing and Communication.

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 will be issued a 'Qualification' – BSB40802 Certificate IV in Marketing and Communication issued by Greystone College. 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

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RTO Number 31564, CRICOS Course Code: 02137M.



BSB40820 CERTIFICATE IV IN MARKETING AND COMMUNICATION SKILL SET

PRE-REQUISITE UNITS FOR BSB50620 DIPLOMA OF MARKETING AND COMMUNICATION



Greystone
COLLEGE

CRICOS COURSE CODE: 104777H

- Build a comprehensive skill set to support your work in marketing and communications roles, or to support these activities as part of a broader organisational role
- Develop analytical and practical skills and knowledge to help you understand consumer behaviour, promote products, make presentations and undertake a variety of marketing activities
- Learn to communicate effectively and build and maintain business relationships
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals

Campus

Brisbane, Melbourne, Sydney

Program Length

28-34 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**24 weeks study + up to maximum 10 weeks scheduled breaks*

Schedule

Weekday: 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: \$5,800

*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 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

In the BSB40820 Certificate IV in Marketing and Communication Skill Set, you will build the key skills and knowledge needed to use well-developed marketing and communication skills in a variety of contexts. The program will support your success in full-time marketing roles, as well as roles where marketing is part of a broader organisational role. Learn to apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

Study Schedule/Delivery Mode

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** Schedules may vary.*



BSB40820 Certificate IV in Marketing & Communication Skill Set

Prerequisite Units for the Diploma of Marketing & Communication

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.

BSBMKG433 UNDERTAKE MARKETING ACTIVITIES

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In this unit you will learn how to analyse consumer behaviour for markets and specific needs. Topics include: Evaluate drivers of consumer behaviour; Evaluate reasons for existing levels of consumer interest; Recommend marketing focus.

BSBMKG439 DEVELOP AND APPLY KNOWLEDGE OF COMMUNICATIONS INDUSTRY

In this unit you will learn how to research, analyse and apply knowledge of the communications industry. Topics include: Research and analyse communications information; Develop communications deliverables; Finalise communications deliverables.

BSBWRT411 WRITE COMPLEX DOCUMENTS

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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 will be issued a 'Qualification' – BSB40820 Certificate IV in Marketing and Communication issued by Greystone College. 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

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RTO Number 31564, CRICOS Course Code: 02137M.

SPECIALIZATION IN COMMUNICATIONS FOR MANAGERS AND SUPERVISORS

COMPILED FROM BSB40820 CERTIFICATE IV IN MARKETING AND COMMUNICATION

- Take a specialized set of units to build your skills in marketing communications
- Learn to build sales presentations skills and to develop communication strategies for products and promotions
- Discover how to build and maintain business relationships that support success and organizational goals
- Take the Specialization in Communications for Managers and Supervisors on its own, or start here, and then continue to complete the full qualification.



Greystone
COLLEGE

CRICOS COURSE CODE: 104777H

Campus

Brisbane, Melbourne, Sydney

Program Length

28-34 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**24 weeks study + up to maximum 10 weeks scheduled breaks*

Schedule

Weekday: Brisbane, Melbourne, Sydney

2021 Start Dates

Sep 27, Nov 22

SCHEDULED BREAKS

Oct 25 - Nov 21

Dec 20 - Jan 2, 2022

2021 Fees

Registration fee: \$230

Material fees: \$280

Tuition: \$5,800

*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 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

The Specialization in Communications for Managers and Supervisors is part of BSB40820 Certificate IV in Marketing and Communications. It focuses on communications skills as applied by those in full-time marketing roles, as well as those who are responsible for an organisation's marketing. Students who have completed these units can continue on to complete the remainder of the Certificate IV in Marketing and Communications.

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.

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Weekend Schedule - Sample*

HOURS	FRIDAY	HOURS	SATURDAY
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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.*



Specialization in Communications for Managers and Supervisors Units

BSBMKG434 PROMOTE PRODUCTS AND SERVICES

In this unit you will learn how to coordinate and review the promotion of an organisation's products and/or services. Topics include: Establish promotional activities; Coordinate promotional activities; Review promotional activities.

BSBMKG440 APPLY MARKETING COMMUNICATION ACROSS A CONVERGENT INDUSTRY

In this unit you will learn how to work effectively within the convergent industry to apply marketing communications. Topics include: Establish convergent environment; Prepare convergent tools and techniques; Implement marketing communications.

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.

BSBXCM401 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.

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.

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.

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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 the units studied will be issued a 'Statement of Attainment' for each unit. Students may choose to continue and complete the full BSB40820 Certificate IV in Marketing and Communication (6 more units) in order to receive the full 'Qualification.'



RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

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RTO Number 31564, CRICOS Course Code: 02137M.

BSB50620 DIPLOMA OF MARKETING AND COMMUNICATION

- Build skills and knowledge in a comprehensive selection of marketing and communications topics that will support you to lead teams and individuals in marketing roles
- Learn how plan and execute market research, analyse market data, and evaluate marketing opportunities locally and internationally
- Create strategic marketing and communications plans, execute them across various platforms, and learn how to evaluate their success for future iteration.
- Develop your persuasive skills and build influence through written and verbal communications
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals



Greystone
COLLEGE

CRICOS COURSE CODE: 104775K

Campus

Brisbane, Sydney, Melbourne

Program Length

60-66 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**48 weeks study + up to 18 weeks scheduled breaks*

Schedule

Weekday: Brisbane, Melbourne, Sydney

2021 Start Dates

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Dec 20 - Jan 2, 2022

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Registration fee:	\$230
Material fees:	\$280
Tuition:	\$12,000

*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 and experience of a business environment would be useful.
- Must have completed the prerequisite units from the Certificate IV in Marketing and Communication or have 2 years direct industry experience in marketing.
- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

In this qualification you will build your theoretical knowledge of marketing and communication. When you complete the BSB50620 Diploma of Marketing and Communication you'll be able to demonstrate a range of skills to ensure that functions are effectively conducted in an organisation or business area. This qualification builds your skills for the workplace. It prepares you to have responsibility for the work of other staff and lead teams and individuals in full-time marketing roles, as well as for an organisation's marketing activities.

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 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.

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** Schedules may vary.*



BSB50620 Diploma of Marketing and Communication Units

BSBMKG541 IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES

In this unit you will learn how to use marketing opportunities by examining market data, identifying potential markets, and assessing possible changes to business operations. Topics include: Explore marketing opportunities; Evaluate marketing opportunities; Evaluate required changes to current operations.

BSBMKG542 ESTABLISH AND MONITOR THE MARKETING MIX

In this unit you will learn how to establish an effective marketing mix for an organisation. Topics include: Prepare marketing mix; Implement marketing mix; Monitor marketing mix.

BSBMKG552 DESIGN AND DEVELOP MARKETING COMMUNICATION PLANS

In this unit you will learn how to evaluate different marketing mediums in order to develop effective marketing communication plans. Topics include: Prepare marketing communication plan information; Develop marketing communication plan; Finalise marketing communication plan.

BSBMKG555 WRITE PERSUASIVE COPY

In this unit you will learn how to communicate messages in a wide range of contexts by interpreting a creative brief and writing persuasive copy. Topics include: Establish content purpose; Prepare content; Finalise content.

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.

BSBMKG543 PLAN AND INTERPRET MARKET RESEARCH

In this unit you will learn how to plan market research and interpret the results of the research. You will also learn how to report on the market research data. Topics include: Plan market research; Perform market research; Assess results of market research; Report on market research.

BSBMKG545 CONDUCT MARKETING AUDITS

In this unit you will learn how to conduct marketing audits related to an organisation's marketing plan. You will also learn how to develop marketing audit reports. Topics include: Prepare for marketing audit; Identify form of marketing audit; Establish external marketing audit; Establish internal marketing (self) audit; Prepare marketing audit report.

BSBMKG546 DEVELOP SOCIAL MEDIA ENGAGEMENT PLANS

In this unit you will learn how to develop social media engagement plans for different groups of people. Topics include: Prepare to develop social media strategy; Devise social media engagement strategy; Facilitate content delivery; Monitor and evaluate social media engagement.

BSBMKG550 PROMOTE PRODUCTS AND SERVICES TO INTERNATIONAL MARKETS

In this unit you will learn how to promote products and services to international markets. Topics include: Plan promotion; Coordinate promotion; Review promotion.

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.

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.

BSBCMM511 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.

Important Information



GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

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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 will be issued a 'Qualification' - BSB50620 Diploma of Marketing and Communication issued by Greystone College. 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

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RTO Number 31564, CRICOS Course Code: 02137M.



BSB50120 DIPLOMA OF BUSINESS

- Build a diverse skill set to support finding work in business operations, or to enhance in your current role
- Develop your own emotional intelligence, and learn how to support individual and team communication, critical thinking, relationships, and performance
- Build skills for managing and planning business finances and budgets, resources, risks, and operations.
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals



Greystone
COLLEGE

CRICOS COURSE CODE: 104773A

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

60-66 weeks* (20 hours/week)

Includes 6 hours/week online study +
14 hours/week in class study

**48 weeks study + up to maximum 18 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:	\$12,000

*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 and experience of a business environment would be useful.
- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

The BSB50120 Diploma of Business is designed to build your skills in a variety of business services job roles. It will develop your ability to carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. If you already have substantial experience in business settings, this qualification will help you further develop your skills across a wide range of business functions.

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.*



BSB50120 Diploma of Business Units

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.

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.

BSBSUS511 DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY

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

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.

BSBXCMS01 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.

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 operational plan; Manage resource acquisition; Monitor and review operational performance.

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.

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 presentations; Deliver presentations; Review presentations.

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 a project plan; Administer and monitor project; Finalise and review project.

BSBLDR522 MANAGE PEOPLE PERFORMANCE

In this unit you will learn how to manage the performance of staff, assign work, reward excellence and give feedback. Topics include: Allocate work; Assess performance; Provide feedback; Manage follow-up.

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.

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.

Important Information



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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 will be issued a 'Qualification' – BSB50120 Diploma of Business issued by Greystone College. Should a student not complete the full qualification, a 'Statement of Attainment' will be issued for the units which the student is deemed 'Competent'.



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RTO Number 31564, CRICOS Course Code: 02137M.



BSB50120 DIPLOMA OF BUSINESS (ORGANISATIONAL DEVELOPMENT)

- Build a diverse skill set to support finding work in business operations, or to enhance in your current role
- Learn change management, how to articulate and debate ideas, and how to apply critical thinking to complex problems to support organisational development
- Build skills for managing and planning business finances and budgets, resources, risks, and operations.
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals



Greystone
COLLEGE

CRICOS COURSE CODE: 104773A

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

60-66 weeks* (20 hours/week)

Includes 6 hours/week online study +
14 hours/week in class study

**48 weeks study + up to maximum 18 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:	\$12,000

*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 and experience of a business environment would be useful.
- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

The BSB50120 Diploma of Business (Organisational Development) is designed to build your skills in a variety of business services job roles. By choosing this major in Organisational Development, you will not only develop your ability to carry out moderately complex tasks in a specialist field of expertise that requires business operations skills, but also learn specific critical thinking and other skills to support effective organisational development and change. If you already have substantial experience in business settings, this qualification will help you further develop your skills across a wide range of business functions.

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*

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** Schedules may vary.*



BSB50120 Diploma of Business (Organisational Development) Units

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.

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.

BSBSUS511 DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY

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

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.

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 operational plan; Manage resource acquisition; Monitor and review operational performance.

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.

BSBXCMM501 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.

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 presentations; Deliver presentations; Review presentations.

BSBCRT611 APPLY CRITICAL THINKING FOR COMPLEX PROBLEM SOLVING

In this unit you will learn how to use critical thinking in order to develop innovative solutions to complex organisational issues. Topics include: Scope problem solving process; Lead solution development process; Refine solution for implementation.

BSBLDR601 LEAD AND MANAGE ORGANISATIONAL CHANGE

In this unit you will learn how to lead and manage change within an organisation. Topics include: Develop change management strategy; Implement change management strategy; Evaluate change management strategy.

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.

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.

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BSB50820 DIPLOMA OF PROJECT MANAGEMENT



Greystone
COLLEGE

CRICOS COURSE CODE: 104109M

- Explore a variety of topics to develop project management skills that will be transferrable across a number of industries and contexts
- Build the skills and knowledge to help you manage and plan key aspects of a project, from resources and costs, to timelines, risk, human resources and more
- Develop the ability to support teams, and enhance their effectiveness and skills to ensure successful project completion
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

60-66* (20 hours/week)

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14 hours/week in class study

**48 weeks study + up to maximum 18 weeks scheduled breaks*

Schedule

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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 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

In the BSB50820 Diploma of Project Management, you'll build your project management skills and knowledge for use in a variety of contexts, across a number of industries. This qualification will prepare you for job roles like Project Manager and Project Team Leader. Throughout the qualification, you will build solid theoretical knowledge and use a range of skills to initiate, plan, execute and evaluate your own work, and/or the work of others, in order to achieve project objectives.

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 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.

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Weekday Schedule - Sample*

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6:00 PM-9:00 PM	Lecture	Lecture

Weekend Schedule - Sample*

HOURS	FRIDAY	HOURS	SATURDAY
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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.*



BSB50820 Diploma of Project Management Units

BSBPMG530 MANAGE PROJECT SCOPE

In this unit you will learn how to manage the scope of a project, including obtaining approval for a project, negotiating the boundaries of the project, and managing the process. Topics include: Conduct project authorisation activities; Define project scope; Manage project scope control process.

BSBPMG531 MANAGE PROJECT TIME

In this unit you will learn how to manage time across projects, including establishing and implementing the project schedule and monitoring the development of the project. Topics include: Determine project schedule; Implement project schedule; Assess time management outcomes.

BSBPMG532 MANAGE PROJECT QUALITY

In this unit you will learn how to manage the quality of a project, including determining the quality requirements of a project, and implementing quality processes and improvements. Topics include: Determine quality requirements; Implement quality processes; Implement project quality improvements.

BSBPMG533 MANAGE PROJECT COST

In this unit you will learn how to identify project costs and produce a budget, and how to control a project based on the budget. Topics include: Determine project costs; Monitor and control project costs; Complete cost-management processes.

BSBPMG534 MANAGE PROJECT HUMAN RESOURCES

In this unit you will learn how to manage people in relation to projects. You will look at planning for human resources, implementing personal training and development, and managing a project team. Topics include: Plan human resources relevant to projects; Implement project personnel training and development; Lead project team; Finalise human resource activities related to projects.

BSBLDR522 MANAGE PEOPLE PERFORMANCE

In this unit you will learn how to manage the performance of staff, assign work, reward excellence and give feedback. Topics include: Allocate work; Assess performance; Provide feedback; Manage follow-up.

BSBPMG535 MANAGE PROJECT INFORMATION AND COMMUNICATION

In this unit you will learn how to connect people, ideas and information throughout a project. You will learn about project communication management and learn how to assess communication outcomes. Topics include: Plan information and communication processes; Implement project information and communication processes; Assess information and communication outcomes.

BSBPMG536 MANAGE PROJECT RISK

In this unit you will learn how to manage risks that may impact the achievement of project objectives. You will identify and analyse project risks and assess the outcomes. Topics include: Identify project risks; Analyse project risks; Establish risk treatments and controls; Monitor and control project risks; Assess risk management outcomes.

BSBPMG540 MANAGE PROJECT INTEGRATION

In this unit you will learn how to integrate and balance an overall project, considering scope, time, cost, quality and other key factors, and to match the objectives of a project with the goals of an organisation. Topics include: Establish a project; Undertake project planning and design processes; Execute project in work environment; Manage project control; Manage project finalisation.

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.

BSBOPSS01 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.

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: Monitor and improve thinking practices; Assess individual and team critical and creative thinking skills; Establish an environment that encourages the application of critical and creative thinking.

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 will be issued a 'Qualification' – BSB50820 Diploma of Project Management issued by Greystone College. 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.



WHAT IS NATIONALLY RECOGNISED TRAINING

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GREYSTONECOLLEGE.COM.AU

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.

SPECIALIZATION IN PROJECT MANAGEMENT MASTERY

COMPILED FROM BSB50820 DIPLOMA OF PROJECT MANAGEMENT



Greystone
COLLEGE

CRICOS COURSE CODE: 104109M

- Get practical experience managing a project through all of its key stages
- Explore the various steps of successful project management including: establishing a project scope; creating and rolling out the project; assessing effectiveness; and sharing communication on the project widely
- Take the Project Management Master Class on its own, or start here, and then continue to complete the full qualification

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

28-34* (20 hours/week)

Includes 6 hours/week online study +
14 hours/week in class study

**24 weeks study + up to maximum 10 weeks scheduled breaks*

Schedule

Weekday: Adelaide, Brisbane, Melbourne, Sydney

2021 Start Dates

May 10

SCHEDULED BREAKS

Jul 5 - Aug 1

Oct 25 - Nov 21

Dec 20 - Jan 2, 2022

2021 Fees

Registration fee:	\$230
Material fees:	\$280
Tuition:	\$5,800

*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 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the

Program Description

The Project Management Mastery is a specialized selection of units found in our BSB50820 Diploma of Project Management. On successful completion, students will have managed a full project from scoping through to integration and communications. Student who complete these units will have the option to continue on and study the rest of the BSB50820 Diploma of Project Management if they choose.

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 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.

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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.*



Specialization in Project Management Mastery Units

BSBPMG530 MANAGE PROJECT SCOPE

In this unit you will learn how to manage the scope of a project, including obtaining approval for a project, negotiating the boundaries of the project, and managing the process. Topics include: Conduct project authorisation activities; Define project scope; Manage project scope control process.

BSBPMG531 MANAGE PROJECT TIME

In this unit you will learn how to manage time across projects, including establishing and implementing the project schedule and monitoring the development of the project. Topics include: Determine project schedule; Implement project schedule; Assess time management outcomes.

BSBPMG532 MANAGE PROJECT QUALITY

In this unit you will learn how to manage the quality of a project, including determining the quality requirements of a project, and implementing quality processes and improvements. Topics include: Determine quality requirements; Implement quality processes; Implement project quality improvements.

BSBPMG533 MANAGE PROJECT COST

In this unit you will learn how to identify project costs and produce a budget, and how to control a project based on the budget. Topics include: Determine project costs; Monitor and control project costs; Complete cost-management processes.

BSBPMG535 MANAGE PROJECT INFORMATION AND COMMUNICATION

In this unit you will learn how to connect people, ideas and information throughout a project. You will learn about project communication management and learn how to assess communication outcomes. Topics include: Plan information and communication processes; Implement project information and communication processes; Assess information and communication outcomes.

BSBPMG540 MANAGE PROJECT INTEGRATION

In this unit you will learn how to integrate and balance an overall project, considering scope, time, cost, quality and other key factors, and to match the objectives of a project with the goals of an organisation. Topics include: Establish a project; Undertake project planning and design processes; Execute project in work environment; Manage project control; Manage project finalisation.

Important Information



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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 the units studied will be issued a 'Statement of Attainment' for each unit. Students may choose to continue and complete the full BSB50820 Diploma of Project Management (6 more units) in order to receive the full 'Qualification.'



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.



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RTO Number 31564, CRICOS Course Code: 02137M.



SPECIALIZATION IN HUMAN RESOURCES FOR PROJECT MANAGERS

COMPILED FROM BSB50820 DIPLOMA OF PROJECT MANAGEMENT



Greystone
COLLEGE

CRICOS COURSE CODE: 104109M

- Focus on a selection of units that will help you develop specialized human resources skills for project management
- Learn to develop critical thinking skills in yourself and others, and develop skills for team leadership and performance management
- Explore risk management to learn how to anticipate and manage risks to project success
- Take the Specialization in Human Resources for Project Managers on its own, or start here, and then continue to complete the full qualification.

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

28-34* (20 hours/week)

Includes 6 hours/week online study +
14 hours/week in class study

*24 weeks study + up to maximum 10 weeks scheduled breaks

Schedule

Weekday: Adelaide, Brisbane, Melbourne, Sydney

2021 Start Dates

Sep 27, Nov 22

SCHEDULED BREAKS

Oct 25 – Nov 21

Dec 20 – Jan 2, 2022

2021 Fees

Registration fee:	\$230
Material fees:	\$280
Tuition:	\$5,800

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 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

The Specialization in Human Resources for Project Managers is a specialized selection of units found in our BSB50820 Diploma of Project Management. On successful completion of these units, you will have skills to manage teams and their performance around a common goal. Students who complete these units will have the option to continue on and study the rest of the BSB50820 Diploma of Project Management if they choose.

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 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.

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Weekday Schedule – Sample*

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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.



Specialization in Human Resources for Project Managers Units

BSBPMG534 MANAGE PROJECT HUMAN RESOURCES

In this unit you will learn how to manage people in relation to projects. You will look at planning for human resources, implementing personal training and development, and managing a project team. Topics include: Plan human resources relevant to projects; Implement project personnel training and development; Lead project team; Finalise human resource activities related to projects.

BSBPMG536 MANAGE PROJECT RISK

In this unit you will learn how to manage risks that may impact the achievement of project objectives. You will identify and analyse project risks and assess the outcomes. Topics include: Identify project risks; Analyse project risks; Establish risk treatments and controls; Monitor and control project risks; Assess risk management outcomes.

BSBLDR522 MANAGE PEOPLE PERFORMANCE

In this unit you will learn how to manage the performance of staff, assign work, reward excellence and give feedback. Topics include: Allocate work; Assess performance; Provide feedback; Manage follow-up.

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.

BSBOPSS501 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.

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: Monitor and improve thinking practices; Assess individual and team critical and creative thinking skills; Establish an environment that encourages the application of critical and creative thinking.

Important Information



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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 the units studied will be issued a 'Statement of Attainment' for each unit. Students may choose to continue and complete the full BSB50820 Diploma of Project Management (6 more units) in order to receive the full 'Qualification.'



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RTO Number 31564, CRICOS Course Code: 02137M.

BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT



Greystone
COLLEGE

CRICOS COURSE CODE: 104145G

- Build practical skills, knowledge and experience to lead and manage operations and people across a range of enterprise and industry contexts
- Develop your own hard and soft skills in communication, emotional intelligence, budgeting and planning, resource management and more
- Learn to influence, inspire, and support individuals and teams to support their success in executing organisational plans and achieving goals
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals

Campus

Adelaide, Brisbane, Sydney, Melbourne

Program Length

60-66* (20 hours/week)

Includes 6 hours/week online study +
14 hours/week in class study

**48 weeks study + up to 18 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:	\$12,000

*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 and experience of a business environment would be useful.
- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

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.

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*

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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.*



BSB50420 Diploma of Leadership and Management Units

BSBCMM511 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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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 will be issued a 'Qualification' – BSB50420 Diploma of Leadership and Management issued by Greystone College. 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

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RTO Number 31564, CRICOS Course Code: 02137M.



BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

- Develop a set of skills and knowledge to help you succeed in leadership and management roles across a range of industries
- Build knowledge and tools for critical thinking, complex problem solving and strategic planning to help lead organisations to achieve critical goals
- Learn strategies for effective change management, and how to build environments that foster innovation and continuous improvement
- Develop the ability to influence and inspire teams and support skill-building among staff
- Combine your program with progressive qualifications and build a long-term study plan to achieve your learning and career goals



Greystone
COLLEGE

CRICOS COURSE CODE: 104776J

Campus

Adelaide, Brisbane, Melbourne, Sydney

Program Length

Maximum 54 weeks* (20 hours/week)

Includes 6 hours/week online study +

14 hours/week in class study

**40 weeks study + up to 14 weeks scheduled breaks which includes Study Support Boot Camp*

Schedule

Weekday: Adelaide, Brisbane

Weekend: 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: \$9,000

*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 12 school certificate.
- Must have a diploma from the Business Services Training Package or 2 years leadership experience and be currently working within a business environment.
- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.
- Minimum entry requirements

Program Description

In the BSB60420 Advanced Diploma of Leadership and Management, build upon your existing experience in leadership and management across a range of enterprise and industry contexts. At the advanced diploma level, you will learn to use initiative and judgement to plan and implement a range of leadership and management functions, and be accountable for personal and team outcomes. You will learn to use cognitive and communication skills to identify and analyse information from a variety of sources and transfer that knowledge to others. You will also develop creative or conceptual skills to express ideas or respond to complex problems.

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.

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Weekday Schedule - Sample*

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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.*



BSB60420 Advanced Diploma of Leadership and Management Units

BSBCRT611 APPLY CRITICAL THINKING FOR COMPLEX PROBLEM SOLVING

In this unit you will learn how to use critical thinking in order to develop innovative solutions to complex organisational issues. Topics include: Scope problem solving process; Lead solution development process; Refine solution for implementation.

BSBLDR601 LEAD AND MANAGE ORGANISATIONAL CHANGE

In this unit you will learn how to lead and manage change within an organisation. Topics include: Develop change management strategy; Implement change management strategy; Evaluate change management strategy.

BSBLDR602 PROVIDE LEADERSHIP ACROSS THE ORGANISATION

In this unit you will learn how to demonstrate personal and professional competence as a senior leader. You will learn how to motivate others to achieve organisational goals as you model professionalism. Topics include: Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.

BSBOPS601 DEVELOP AND IMPLEMENT BUSINESS PLANS

In this unit you will learn how to lead a business operation by establishing, implementing and reviewing all stages of a business plan. Topics include: Establish business plan; Implement business plan; Respond to performance data.

BSBSTR601 MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

In this unit you will learn how to develop and sustain a workplace environment of continuous improvement, learning and innovation. Topics include: Establish ways of working within a team; Identify improvements; Implement innovative processes; Develop workplace culture and tools for continuous improvement, innovation and learning.

BSBCMM511 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.

BSBSTR602 DEVELOP ORGANISATIONAL STRATEGIES

In this unit you will learn how to establish the strategic direction of an organisation, sustain competitive advantage, and enhance competitiveness. Topics include: Confirm vision and mission of the organisation; Analyse internal and external environment; Develop strategic organisational plan; Implement strategic organisational plan.

BSBSUS601 LEAD CORPORATE SOCIAL RESPONSIBILITY

In this unit you will learn how to consult with stakeholders to develop, implement and evaluate corporate social responsibility policy in an organisation. Topics include: Identify context for corporate social responsibility; Establish corporate social responsibility policy; Monitor and evaluate corporate social responsibility.

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

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 will be issued a 'Qualification' – BSB60420 Advanced Diploma of Leadership and Management issued by Greystone College. 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

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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

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 BSB40120 Certificate IV in Business, you will build key skills and knowledge to support your success in a variety 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.

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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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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

BSBMM511 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

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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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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'.



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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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