



**GREENWICH**  
Management College

SYDNEY AND MELBOURNE AUSTRALIA



Your success starts at Greenwich

Thiago Almeida Da Silva - Brazil



# ABOUT GREENWICH MANAGEMENT COLLEGE

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Greenwich Management College offers high quality business and management courses specially designed for international students. We offer flexible timetables, interactive lectures specifically aimed at non-native speakers of English, and 10 hours a week of learning support.

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

## WHY STUDY WITH US

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Courses designed with extensive input from business professionals from many industries and professional education experts to ensure courses really prepare students with the skills and knowledge they will need in their careers



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



Regular 8-weekly intakes with a simple to understand and manage payment and enrolment system



Modern, attractive campus with comfortable well-lit classrooms, student kitchens on every floor, and free Wi-Fi and internet access



Flexible timetable options to suit students' needs – evening and weekend options



CBD location with every transport option, shopping, restaurants, cafes, entertainment hotspots and sightseeing within 5 minutes' walk



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



All our courses are nationally accredited through the Australian SkillsQuality Authority (ASQA).

**We would like to thank all our students and staff who are in all the photographs in this publication.**



## STUDYING IN SYDNEY

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Sydney is one of the world's most exciting cities with its beautiful beaches, exciting cultural festivals, national parks (home to native animals and plants), as well as the many restaurants, shops, bars and nightclubs. Sydney's great weather promotes an active and outdoor lifestyle with plenty of great activities. The people are vibrant and outgoing.

## ENJOY SYDNEY

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Enjoy the best Sydney has to offer and make great new friends.

There are millions of activities you can enjoy such as:

- Snorkeling and surfing at local beaches
- World class restaurants and food from all over the world
- Bush walks and visits to animal sanctuaries
- And of course, our famous student parties

## WHY SYDNEY

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- Great beaches and surfing only 25 minutes from campus
- Great public transport and free buses in the city
- Safe, clean and easy to navigate
- Lots of work and accommodation opportunities close to campus
- World famous festivals and events throughout the year
- Blue Mountains and other attractions only 90 minutes away

## STUDYING IN MELBOURNE

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Melbourne is the cultural capital of Australia. It's so rich and varied and there is something for everyone. Whether you love restaurants and cafés, art and music, sports and adventure, or fashion and shopping, you'll fall in love with Melbourne.

During the day, explore the city by bicycle or free public transport while experiencing world-class Melbourne shopping centres with the hottest labels and unique styles.

## ENJOY MELBOURNE

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There is so much to do in and around Melbourne. The city plays regular host to international festivals as well as music, fashion and sporting events. Some of the favourite activities for students include:

- Trips to St Kilda and Brighton Beach
- Food and art tours in Melbourne's hidden alley ways
- Phillip Island penguin tours
- Great Ocean Road surfing tour

## WHY MELBOURNE

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- Free public transport throughout the city
- European influence and style fill this multicultural city
- Safe, clean and easy to navigate
- Lots of work and accommodation opportunities close to campus
- Home to famous events like the F1 Grand Prix, Australian Open and Melbourne Comedy Festival



# CERTIFICATE IV IN BUSINESS

CRICOS Code: 088284M - Course Code: BSB40215

40 - 44 WEEKS

20 HOURS PER WEEK

6 INTAKES PER YEAR

Kim Okkyung - Korea





# CERTIFICATE IV IN BUSINESS

CRICOS Code: 088284M - Course Code: BSB40215

## WHY YOU SHOULD STUDY THIS COURSE:

Here is your chance to start a successful career in an Australian business by developing important skills to grow and contribute to business operations.

This course introduces the knowledge and practical skills needed to work in a range of business roles such as administration and account management and project coordination.

Employers expect their staff to have a range of skills and abilities so they can take on a number of cross-functional tasks. This course will help you to analyse information, solve a range of business problems, and provide leadership and guidance to others.

You will be equipped with a wide range of high level skills in areas including marketing, customer service strategies, team development, and project work.

### SUBJECTS

BSBCMM401	<b>MAKE A PRESENTATION</b>
PREPARE AND DELIVER AN EFFECTIVE PRESENTATION TO A PROFESSIONAL AUDIENCE FOR A RANGE OF PURPOSES, SUCH AS MARKETING, SALES AND TRAINING.	
BSBCUS401	<b>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</b>
DEVELOP THE SKILLS AND KNOWLEDGE REQUIRED TO ADVISE, CARRY OUT AND EVALUATE CUSTOMER SERVICE STRATEGIES.	
BSBCUS402	<b>ADDRESS CUSTOMER NEEDS</b>
BECOME SKILLED IN MANAGING AN ONGOING RELATIONSHIP WITH A CUSTOMER OVER A PERIOD OF TIME.	
BSBCUS403	<b>IMPLEMENT CUSTOMER SERVICE STANDARDS</b>
LEARN THE SKILLS AND KNOWLEDGE REQUIRED TO CONTRIBUTE TO QUALITY CUSTOMER SERVICE STANDARDS WITHIN AN ORGANISATION.	
BSBINN301	<b>PROMOTE INNOVATION IN A TEAM ENVIRONMENT</b>
WE ARE ALL PART OF A TEAM. ENGAGE MEMBERS OF A TEAM TO FOSTER EFFECTIVE AND PRO-ACTIVE ATTITUDES AND INNOVATIVE CONTRIBUTIONS.	
BSBLE401	<b>DEVELOP TEAMS AND INDIVIDUALS</b>
THIS UNIT WILL HELP YOU TO DETERMINE THE NEEDS OF A TEAM SO YOU CAN DEVELOP AND GROW THE CAPABILITIES OF MEMBERS WITHIN THE TEAM.	
BSBMKG413	<b>PROMOTE PRODUCTS AND SERVICES</b>
IN THIS UNIT YOU WILL BE TRAINED TO COORDINATE AND REVIEW THE PROMOTION OF AN ORGANISATION'S PRODUCTS AND SERVICES.	
BSBPMG522	<b>UNDERTAKE PROJECT WORK</b>
THIS UNIT COVERS DEVELOPING A PROJECT PLAN, MONITORING THE PROJECT, ENSURING IT MEETS TIMELINES, QUALITY STANDARDS, AND BUDGETARY LIMITS.	
BSBWRT401	<b>WRITE COMPLEX DOCUMENTS</b>
THIS UNIT WILL TEACH YOU HOW TO PLAN, DRAFT, AND WRITE THE PROFESSIONAL DOCUMENTS YOU WILL NEED TO PRODUCE EVERYDAY IN YOUR CAREER.	
BSBWHS401	<b>IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS</b>
LEARN THE SKILLS AND KNOWLEDGE REQUIRED TO IMPLEMENT AND MONITOR AN ORGANISATION'S WORK HEALTH AND SAFETY (WHS).	

Learn more about Greenwich Management College courses: [greenwichcollege.edu.au](https://greenwichcollege.edu.au)



Eva Tumlirova - Czech Republic

## KEY HIGHLIGHTS

- Developed in consultation with industry professionals
- Practical real-life case studies
- Engaging and interactive lessons
- Can be applied to nearly all areas of business

## TIMETABLE

### TUESDAYS & WEDNESDAYS - LECTURES

- **Session:** 4:00pm to 9:00pm

### FRIDAYS - SKILLS DEVELOPMENT

- **Session 1:** 8:30am to 1:30pm
- **Session 2:** 2:30pm to 7:30pm

## CAREER OUTCOMES

**PROJECT OFFICER, BUSINESS PROCESS COORDINATOR, ADMINISTRATION COORDINATOR AND MORE!**



### DIGITAL MARKETING COURSE SUITE

- Digital Marketing Fundamentals
- Search Engine Optimisation Fundamentals
- Social Media Marketing Fundamentals
- Content Marketing Fundamentals

**VALUED AT \$400**



I recommend Greenwich Management College because the courses are affordable and the trainers are excellent. My trainer is helping me a lot with my assignments and also my classmates are interested in business and management just like me. I am coming to the Skills Development sessions on Fridays to get good scores in my assignments. I really love the term duration, I study for 6 weeks and have 2 weeks of holidays.

- **Lihn Thuy Phan - Vietnam**



SALES TARGETS

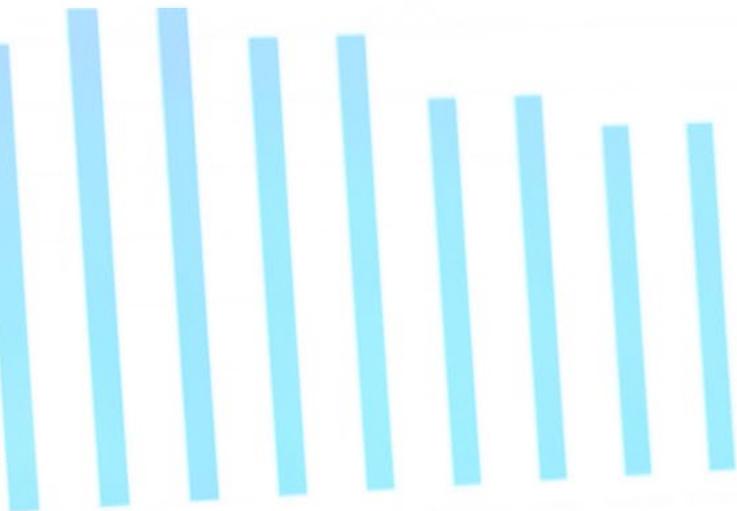
# DIPLOMA OF BUSINESS

CRICOS Code: 088286J - Course Code: BSB50215

52 WEEKS

20 HOURS PER WEEK

6 INTAKES PER YEAR



Catia Ferreira - Portugal



# DIPLOMA OF BUSINESS

CRICOS Code: 088286J - Course Code: BSB50215

## WHY YOU SHOULD STUDY THIS COURSE:

Get a great job and show you can work across a range of roles by developing your knowledge and skills of business operations.

This course will provide a solid foundation for anyone wishing to advance their career in business or administration. Areas covered include managing recruitment and human resources, developing policies and procedures, managing risk and marketing.

You will develop substantial skills and experience across a wide range of business functions as well as solid theoretical business knowledge so you can confidently undertake a wide range of roles.

Our Diploma of Business is practical, challenging, engaging and based on real-life case studies to give you experience.

### SUBJECTS

BSBADM502	<b>MANAGE MEETINGS</b>
	THIS UNIT WILL TEACH YOU HOW TO EFFECTIVELY MANAGE MEETINGS INCLUDING PREPARATION, CHAIRING MEETINGS, ORGANISING THE MINUTES AND REPORTING OUTCOMES.
BSBHRM513	<b>MANAGE WORKFORCE PLANNING</b>
	LEARN VITAL HUMAN RESOURCE SKILLS OF PLANNING A WORKFORCE, INCLUDING DEVELOPING OBJECTIVES AND STRATEGIES AND EVALUATING TRENDS.
BSBHRM501	<b>MANAGE HUMAN RESOURCE SERVICES</b>
	LEARN THE SKILLS TO PLAN, MANAGE AND EVALUATE HUMAN RESOURCE SERVICES, INCLUDING TOPICS OF BUSINESS ETHICS AND MAXIMISING EMPLOYEE PRODUCTIVITY.
BSBSUS501	<b>DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY</b>
	THIS UNIT WILL HELP YOU TO DEVELOP AND IMPLEMENT A WORKPLACE SUSTAINABILITY POLICY AND TO ADAPT IT OVER TIME.
BSBRISK501	<b>MANAGE RISK</b>
	THIS UNIT DEVELOPS THE SKILLS TO IDENTIFY AND MANAGE RISKS INSIDE AND OUTSIDE OF YOUR BUSINESS TO HELP MAKE THE RIGHT DECISIONS.
BSBWOR501	<b>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</b>
	LEARN HOW TO ORGANISE INFORMATION AND PRIORITISE TASKS AND DEVELOP VITAL ORGANISATIONAL SKILLS. BECOME A ROLE MODEL AT YOUR WORK.
BSBHRM506	<b>MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES</b>
	THIS UNIT WILL TEACH YOU TO MANAGE ALL ASPECTS OF THE RECRUITMENT, SELECTION AND INDUCTION OF NEW STAFF.
BSBMKG502	<b>ESTABLISH AND ADJUST THE MARKETING MIX</b>
	LEARN THE MARKETING SKILLS AND KNOWLEDGE REQUIRED TO DETERMINE THE OPTIMUM MARKETING MIX FOR A BUSINESS.

Learn more about Greenwich Management College courses: [greenwichcollege.edu.au](https://greenwichcollege.edu.au)



Luciana Santana - Brazil

## KEY HIGHLIGHTS

- Developed in consultation with industry professionals
- Practical real-life case studies to give you valuable experience with Australian business
- Engaging and interactive lessons
- Can be applied to all areas of business

## TIMETABLE

### SATURDAYS - LECTURES

- **Session 1:** 8:30am to 1:30pm
- **Session 2:** 2:30pm to 7:30pm

### FRIDAYS - SKILLS DEVELOPMENT

- **Session 1:** 8:30am to 1:30pm
- **Session 2:** 2:30pm to 7:30pm

## CAREER OUTCOMES

**BUSINESS DEVELOPMENT MANAGER, PROJECT MANAGER, MARKETING COORDINATOR, AND MORE!**



### DIGITAL MARKETING COURSE SUITE

- Digital Marketing Fundamentals
- Search Engine Optimisation Fundamentals
- Social Media Marketing Fundamentals
- Content Marketing Fundamentals

**VALUED AT \$400**



I chose to study my course at Greenwich Management College because I wanted to have a good education with professional teachers. What I like best about studying this course at Greenwich is the fact that the teachers are always willing to help you. I really like the workshop activities which help us to put what we have learned into practice.

- **João Lucas Nabas Ortiz - Brazil**



# CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

CRICOS Code: 088285K - Course Code: BSB42015

40 - 44 WEEKS

20 HOURS PER WEEK

6 INTAKES PER YEAR



Listening  
-research



target audience



# CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

CRICOS Code: 088285K - Course Code: BSB42015

## WHY YOU SHOULD STUDY THIS COURSE:

Take control and become a leader who inspires others, commands respect and shares their ideas. These are skills you need to learn and practice - and Greenwich has the perfect course to help you become an effective leader or manager.

This course is designed for people who wish to pursue leadership and management roles in business. It will equip you with a wide range of high-level skills such as team leadership and development, continuous improvement, marketing and innovation.

Using real-life business examples, this course introduces the knowledge and practical skills needed by leaders and managers of the businesses of the future. You will learn to manage work performance, provide leadership, guidance and support to others, develop strategies for business growth as well as organise and monitor the productivity of teams.

### SUBJECTS

BSBLDR401	<b>COMMUNICATE EFFECTIVELY AS A WORKPLACE LEADER</b>
	DEVELOP COMMUNICATION SKILLS THAT ARE CRITICAL FOR LEADERSHIP AND UNDERSTAND HOW TO MANAGE DIFFERENT PERSONALITY TYPES.
BSBLDR402	<b>LEAD EFFECTIVE WORKPLACE RELATIONSHIPS</b>
	LEADERSHIP IS ALL ABOUT CREATING AND MAINTAINING TEAM COHESION. IN THIS UNIT YOU WILL LEARN HOW TO MOTIVATE, MENTOR, COACH AND DEVELOP A TEAM.
BSBLDR403	<b>LEAD TEAM EFFECTIVENESS</b>
	LEARN A SET OF SKILLS THAT IS VITAL TO ALL TEAM LEADERS, SUPERVISORS AND MANAGERS - HOW TO DEVELOP EFFICIENT AND EFFECTIVE WORK TEAMS.
BSBMGT402	<b>IMPLEMENT OPERATIONAL PLAN</b>
	LEARN HOW TO IMPLEMENT OPERATIONAL PLANS, MONITOR AND ADJUST PERFORMANCE, PLAN AND ACQUIRE RESOURCES AND REPORT ON PERFORMANCE AS REQUIRED.
BSBINN301	<b>PROMOTE INNOVATION IN A TEAM ENVIRONMENT</b>
	LEARN HOW TO BE AN EFFECTIVE AND PROACTIVE MEMBER OF AN INNOVATIVE TEAM.
BSBMGT403	<b>IMPLEMENT CONTINUOUS IMPROVEMENT</b>
	CONTINUOUS IMPROVEMENT OF AN ORGANISATION'S SYSTEMS AND PROCESSES IS VITAL TO LONG TERM SUCCESS. THIS UNIT WILL SHOW YOU HOW.
BSBWHS401	<b>IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS</b>
	LEARN THE SKILLS AND KNOWLEDGE REQUIRED TO IMPLEMENT AND MONITOR AN ORGANISATION'S WORK HEALTH AND SAFETY (WHS).
BSBWOR404	<b>DEVELOP WORK PRIORITIES</b>
	LEARN TO DEVELOP SCHEDULES TO BALANCE EMPLOYEES' WORK SCHEDULES AND PRIORITIES. DEVELOP KEY SKILLS TO SUCCEED IN A BUSY JOB.
BSBCMM401	<b>MAKE A PRESENTATION</b>
	LEARN HOW TO PREPARE AND DELIVER A PRESENTATION TO A PROFESSIONAL AUDIENCE FOR A RANGE OF PURPOSES, SUCH AS MARKETING, SALES AND TRAINING.
BSBCUS401	<b>COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES</b>
	DEVELOP THE SKILLS AND KNOWLEDGE REQUIRED TO ADVISE, CARRY OUT AND EVALUATE CUSTOMER SERVICE STRATEGIES.
BSBLE401	<b>DEVELOP TEAMS AND INDIVIDUALS</b>
	THIS UNIT WILL HELP YOU TO DETERMINE THE NEEDS OF A TEAM AND THE INDIVIDUAL TEAM MEMBERS AND TO FACILITATE THEIR DEVELOPMENT.
BSBMKG413	<b>PROMOTE PRODUCTS AND SERVICES</b>
	IN THIS UNIT YOU WILL BE TRAINED TO COORDINATE THE PROMOTION OF AN ORGANISATION'S PRODUCTS AND SERVICES.

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## KEY HIGHLIGHTS

- Developed in consultation with industry professionals
- Practical real-life case studies to give you valuable experience with Australian business
- Engaging and interactive lessons
- Can be applied to all areas of business and management

## TIMETABLE

### TUESDAYS & WEDNESDAYS - LECTURES

- **Session:** 4:00pm to 9:00pm

### FRIDAYS - SKILLS DEVELOPMENT

- **Session 1:** 8:30am to 1:30pm
- **Session 2:** 2:30pm to 7:30pm

## CAREER OUTCOMES

**SALES MANAGER, OPERATIONS MANAGER,  
TEAM LEADER AND MORE!**



### DIGITAL MARKETING COURSE SUITE

- Digital Marketing Fundamentals
- Search Engine Optimisation Fundamentals
- Social Media Marketing Fundamentals
- Content Marketing Fundamentals

**VALUED AT \$400**



Greenwich Management College is providing me the knowledge and skills to encourage myself to pursue my goals one day. Greenwich is affordable and flexible at the same time and teaching style is captivating. I strongly recommend to study at Greenwich Management College.

- **Dario Canichella - Italy**



# DIPLoma OF LEADERSHIP AND MANAGEMENT

CRICOS Code: 088287G - Course Code: BSB51915

52 WEEKS

20 HOURS PER WEEK

6 INTAKES PER YEAR



Vladi Stetina - Czech Republic



# DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Code: 088287G - Course Code: BSB51915

## WHY YOU SHOULD STUDY THIS COURSE:

Do you want to be one to those people who can inspire others, evaluate data to make tough decisions, and manage your time effectively? These are key skills required by today's leaders and managers and are essential for success in any business, and life!

This diploma will help you develop high levels of knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Using real-world case studies and engagement with local businesses, you will learn how to plan, organise, implement and monitor the success of teams within an organisation.

This course will empower you to achieve success in roles involving high level management and leadership responsibilities. Advanced aspects of leadership and management, such as emotional intelligence, risk management, professional development and performance management are covered.

### SUBJECTS

BSBLDR501	<b>DEVELOP AND USE EMOTIONAL INTELLIGENCE</b>
LEARN ABOUT EMOTIONAL INTELLIGENCE TO INCREASE SOCIAL AWARENESS, LEADERSHIP EFFECTIVENESS AND RELATIONSHIP MANAGEMENT WITHIN THE WORKPLACE.	
BSBMGT517	<b>MANAGE OPERATIONAL PLAN</b>
DEVELOP THE SKILLS AND KNOWLEDGE REQUIRED TO ENSURE AN EFFICIENT AND EFFECTIVE WORKPLACE THAT IS PRODUCTIVE AND PROFITABLE.	
BSBLDR502	<b>LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</b>
THIS UNIT IS ABOUT LEADING AND MANAGING EFFECTIVE WORKPLACE RELATIONSHIPS TAKING INTO ACCOUNT AN ORGANISATION'S VALUES, GOALS AND CULTURE.	
BSBWOR502	<b>LEAD AND MANAGE TEAM EFFECTIVENESS</b>
LEARN HOW TO LEAD AND BUILD A POSITIVE CULTURE WITHIN WORK TEAMS, USING A RANGE OF PROBLEM SOLVING AND DECISION MAKING STRATEGIES.	
BSBCUS501	<b>MANAGE QUALITY CUSTOMER SERVICE</b>
LEARN STRATEGIES TO ENSURE PRODUCTS AND SERVICES ARE DELIVERED AND MAINTAINED TO AN ORGANISATION'S STANDARDS.	
BSBHRM405	<b>SUPPORT THE RECRUITMENT, SELECTION AND INDUCTION OF STAFF</b>
LEARN HOW TO EFFECTIVELY RECRUIT, SELECT AND INDUCT NEW STAFF SO YOU CAN BUILD YOUR TEAM.	
BSBPMG522	<b>UNDERTAKE PROJECT WORK</b>
THIS UNIT COVERS DEVELOPING A PROJECT PLAN, MONITORING THE PROJECT, ENSURING IT MEETS TIMELINES, QUALITY STANDARDS, AND BUDGETARY LIMITS.	
BSBRSK501	<b>MANAGE RISK</b>
THIS UNIT DEVELOPS THE SKILLS TO IDENTIFY AND MANAGE RISKS INSIDE AND OUTSIDE OF YOUR BUSINESS TO HELP MAKE THE RIGHT DECISIONS.	
BSBWOR501	<b>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</b>
LEARN HOW TO ORGANISE INFORMATION AND PRIORITISE TASKS AND DEVELOP VITAL ORGANISATIONAL SKILLS. BECOME A ROLE MODEL AT YOUR WORK.	
BSBADM502	<b>MANAGE MEETINGS</b>
THIS UNIT WILL TEACH YOU HOW TO EFFECTIVELY MANAGE MEETINGS INCLUDING PREPARATION, CHAIRING MEETINGS, ORGANISING THE MINUTES AND REPORTING OUTCOMES.	
BSBHRM512	<b>DEVELOP AND MANAGE PERFORMANCE MANAGEMENT PROCESSES</b>
DEVELOP PERFORMANCE MANAGEMENT PROCESSES TO ENSURE YOUR TEAM IS CONSTANTLY IMPROVING AND EVALUATING THEIR STRATEGY	
BSBHRM513	<b>MANAGE WORKFORCE PLANNING</b>
LEARN VITAL HUMAN RESOURCE SKILLS OF PLANNING A WORKFORCE, INCLUDING DEVELOPING OBJECTIVES AND STRATEGIES AND EVALUATING TRENDS.	

Learn more about Greenwich Management College courses: [greenwichcollege.edu.au](https://www.greenwichcollege.edu.au)



## KEY HIGHLIGHTS

- Developed in consultation with industry professionals
- Practical real-life case studies to give you valuable experience with Australian business
- Engaging and interactive lessons
- Can be applied to all areas of business and management

## TIMETABLE

### SATURDAYS - LECTURES

- **Session 1:** 8:30am to 1:30pm
- **Session 2:** 2:30pm to 7:30pm

### FRIDAYS - SKILLS DEVELOPMENT

- **Session 1:** 8:30am to 1:30pm
- **Session 2:** 2:30pm to 7:30pm

## CAREER OUTCOMES

**SMALL BUSINESS MANAGER, SENIOR MANAGER,  
OPERATIONS MANAGER AND MORE**



### DIGITAL MARKETING COURSE SUITE

- Digital Marketing Fundamentals
- Search Engine Optimisation Fundamentals
- Social Media Marketing Fundamentals
- Content Marketing Fundamentals

**VALUED AT \$400**



I've been in Australia for a year and decided to study at Greenwich Management College because it has really interesting courses. The teaching style is very interactive and effective. I like the relaxed atmosphere which is why I recommend Greenwich.

■ **Daniel Jordan - England**



# CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

CRICOS Code: 092142B - Course Code: BSB41515

40 - 44 WEEKS

20 HOURS PER WEEK

6 INTAKES PER YEAR



Monika Marek - Poland



# CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

CRICOS Code: 092142B - Course Code: BSB41515

## WHY YOU SHOULD STUDY THIS COURSE:

Business projects come in different levels of complexity and it can be difficult to know where to start. Over the years, business leaders have developed efficient and systematic ways to implement and deliver projects on time and on budget.

This course will formalise and enhance the skills you have developed through real life experience, and use them to empower your professional career.

The Certificate IV in Project Management Practice is a fun course designed for people looking to develop and apply project management skills and knowledge within a any industry or for any project.

## SUBJECTS

<b>BSBPMG409</b>	<b>APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES</b>
	CONTRIBUTE TO THE CONTROL OF A PROJECT'S SCOPE BY ASSISTING WITH IDENTIFYING ITS OBJECTIVES AND OUTCOMES.
<b>BSBPMG410</b>	<b>APPLY PROJECT TIME MANAGEMENT TECHNIQUES</b>
	DEVELOP THE SKILLS AND KNOWLEDGE REQUIRED TO ASSIST WITH PROJECT SCHEDULING ACTIVITIES.
<b>BSBPMG411</b>	<b>APPLY PROJECT QUALITY MANAGEMENT TECHNIQUE</b>
	DEVELOP THE SKILLS TO ENHANCE PROJECT OUTCOMES BY CONTRIBUTING TO QUALITY PLANNING, APPLYING QUALITY POLICIES AND PROCEDURES.
<b>BSBPMG412</b>	<b>APPLY PROJECT COST-MANAGEMENT TECHNIQUES</b>
	ASSIST IN PRODUCING A PROJECT BUDGET, TO MONITOR PROJECT EXPENDITURE AND CONTRIBUTE TO COST FINALISATION PROCESSES.
<b>BSBPMG413</b>	<b>APPLY PROJECT HUMAN RESOURCES MANAGEMENT APPROACHES</b>
	LEARN VITAL ASPECTS OF HUMAN RESOURCES MANAGEMENT OF A PROJECT.
<b>BSBPMG414</b>	<b>APPLY PROJECT INFORMATION MANAGEMENT AND COMMUNICATIONS TECHNIQUES</b>
	DEVELOP THE SKILLS AND KNOWLEDGE REQUIRED TO PROVIDE A CRITICAL LINK BETWEEN PEOPLE, IDEAS AND INFORMATION AT ALL STAGES IN THE PROJECT LIFE CYCLE.
<b>BSBPMG415</b>	<b>APPLY PROJECT RISK-MANAGEMENT TECHNIQUES</b>
	DEVELOP SKILLS IN PLANNING, CONTROLLING AND REVIEWING RISKS ASSOCIATED WITH THE PROJECT, AND ASSISTING IN THIS PROCESS WHERE REQUIRED.
<b>BSBADM405</b>	<b>ORGANISE MEETINGS</b>
	DEVELOP SKILLS IN ORGANISING MEETINGS INCLUDING MAKING ARRANGEMENTS, DEVELOPING AND DISTRIBUTING MEETING RELATED DOCUMENTATION.
<b>BSBWHS401</b>	<b>IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS</b>
	IMPLEMENT AND MONITOR AN ORGANISATION'S WORK HEALTH AND SAFETY (WHS) POLICIES AND PROCEDURES.

Learn more about Greenwich Management College courses: [greenwichcollege.edu.au](https://greenwichcollege.edu.au)



## KEY HIGHLIGHTS

- Developed in consultation with industry professionals
- Practical real-life case studies
- Engaging and interactive lessons
- Can be applied to nearly all areas of business

## TIMETABLE

### TUESDAYS & WEDNESDAYS - LECTURES

- **Session:** 4:00pm to 9:00pm

### FRIDAYS - SKILLS DEVELOPMENT

- **Session 1:** 8:30am to 1:30pm
- **Session 2:** 2:30pm to 7:30pm

## CAREER OUTCOMES

**PROJECT ADMINISTRATOR, QUALITY OFFICER,  
BUSINESS OPERATOR, CONTRACT OFFICER AND  
MORE!**



### DIGITAL MARKETING COURSE SUITE

- Digital Marketing Fundamentals
- Search Engine Optimisation Fundamentals
- Social Media Marketing Fundamentals
- Content Marketing Fundamentals

**VALUED AT \$400**

# DIPLOMA OF PROJECT MANAGEMENT

CRICOS Code: 092143A - Course Code: BSB51415

52 WEEKS

20 HOURS PER WEEK

6 INTAKES PER YEAR





# DIPLOMA OF PROJECT MANAGEMENT

CRICOS Code: 092143A - Course Code: BSB51415

## WHY YOU SHOULD STUDY THIS COURSE:

Do you want to succeed in projects such as leading new growth strategies, changing systems, restructuring teams or launching marketing events?

This course will provide a solid foundation in leading a project through from start to finish. You will be trained to manage all aspects of a project including budget setting, tracking progress, managing development, controlling communication and managing human resources.

This course is also interwoven with real-life case studies to showcase the theoretical elements of project management. After obtaining this qualification, you will be able to confidently manage projects in a variety of contexts, across a number of industry sectors. You will be qualified to work in a project management role where you are planning, organising, implementing and monitoring many types of projects for business growth.

### SUBJECTS

BSBPMG511	<b>MANAGE PROJECT SCOPE</b>	THIS UNIT INVOLVES DEVELOPING A SCOPE MANAGEMENT PLAN.
BSBPMG512	<b>MANAGE PROJECT TIME</b>	THIS UNIT INVOLVES DETERMINING AND IMPLEMENTING THE PROJECT SCHEDULE, AND ASSESSING TIME MANAGEMENT OUTCOMES.
BSBPMG513	<b>MANAGE PROJECT QUALITY</b>	THIS UNIT INVOLVES DETERMINING QUALITY REQUIREMENTS, IMPLEMENTING QUALITY CONTROL AND ASSURANCE PROCESSES.
BSBPMG514	<b>MANAGE PROJECT COST</b>	GAIN THE SKILLS TO IDENTIFY, ANALYSE AND REFINE PROJECT COSTS TO PRODUCE A BUDGET.
BSBPMG515	<b>MANAGE PROJECT HUMAN RESOURCES</b>	PLAN FOR HUMAN RESOURCES, IMPLEMENTING PERSONNEL TRAINING AND DEVELOPMENT, AND MANAGING THE PROJECT TEAM.
BSBPMG516	<b>MANAGE PROJECT INFORMATION AND COMMUNICATION</b>	COMMUNICATE AND LINK PEOPLE, IDEAS AND INFORMATION AT ALL STAGES IN THE PROJECT LIFE CYCLE.
BSBPMG517	<b>MANAGE PROJECT RISK</b>	LEARN TO MANAGE RISKS BY IDENTIFYING, ANALYSING, TREATING AND MONITORING PROJECT RISKS, AND ASSESSING RISK MANAGEMENT OUTCOMES.
BSBPMG521	<b>MANAGE PROJECT INTEGRATION</b>	DEVELOP THE SKILLS TO INTEGRATE AND BALANCE OVERALL PROJECT MANAGEMENT FUNCTIONS ACROSS THE PROJECT LIFE CYCLE.
BSBINN502	<b>BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT</b>	IT APPLIES TO INDIVIDUALS WORKING IN LEADERSHIP OR MANAGEMENT ROLES IN ANY INDUSTRY OR COMMUNITY CONTEXT.
BSBMGT516	<b>FACILITATE CONTINUOUS IMPROVEMENT</b>	AT THIS LEVEL, WORK WILL NORMALLY BE CARRIED OUT USING COMPLEX AND DIVERSE METHODS AND PROCEDURES.
BSBSUS501	<b>DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY</b>	LEARN TO DEVELOP TO CREATE, MONITOR AND IMPROVE STRATEGIES AND POLICIES WITHIN WORKPLACES.
BSBWOR502	<b>LEAD AND MANAGE TEAM EFFECTIVENESS</b>	LEARN TO FACILITATE TEAMS AND BUILD A POSITIVE CULTURE SO YOUR TEAMS ARE ACTIVELY ENGAGING WITH THE MANAGEMENT OF THE ORGANISATION.

Learn more about Greenwich Management College courses: [greenwichcollege.edu.au](https://greenwichcollege.edu.au)



## KEY HIGHLIGHTS

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- Developed in consultation with industry professionals
- Practical real-life case studies
- Engaging and interactive lessons
- Can be applied to nearly all areas of business

## TIMETABLE

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### TUESDAYS & WEDNESDAYS - LECTURES

- **Session:** 4:00pm to 9:00pm

### FRIDAYS - SKILLS DEVELOPMENT

- **Session 1:** 8:30am to 1:30pm
- **Session 2:** 2:30pm to 7:30pm

## CAREER OUTCOMES

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**PROJECT MANAGER (GENERIC), PROJECT MANAGER (INDUSTRY SPECIFIC), PROJECT LEADER, PROJECT TEAM LEADER, PROJECT CONTRACT MANAGER, PROJECT VENDOR MANAGER AND MORE!**



### DIGITAL MARKETING COURSE SUITE

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- Digital Marketing Fundamentals
- Search Engine Optimisation Fundamentals
- Social Media Marketing Fundamentals
- Content Marketing Fundamentals

**VALUED AT \$400**

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## FREE DIGITAL MARKETING COURSE SUITE

Marketing is such an important part of running an effective business. Many of today's employees lack an understanding of digital marketing principles and employers place a high value on staff who understand current trends and technologies.

Greenwich Management College has partnered with The LeftBank School, Australia's leading digital marketing college to give all our students free courses in cutting edge digital marketing techniques.

Each course is 20 hours long and features interactive exercises, case studies and practical training.

### TAKE YOUR SKILLS TO THE NEXT LEVEL WITH FREE ADDITIONAL COURSES IN:

- Social Media Marketing
- Search Engine Optimisation (SEO)
- Digital Marketing
- Content Marketing



You will be given access to each course when you arrive at Greenwich Management College. Total course value of \$400 is free of charge for all students of Greenwich Management College.

# INTAKE AND TERM DATES 2016/2017

## 2016

TERMS /BREAKS	DURATION	START DATE	END DATE
<b>TERM 4</b>	6 weeks	11/07/2016	21/08/2016
<b>CLASS BREAK</b>	2 weeks	22/08/2016	04/09/2016
<b>TERM 5</b>	6 weeks	05/09/2016	16/10/2016
<b>CLASS BREAK</b>	2 weeks	17/10/2016	30/10/2016
<b>TERM 6</b>	6 weeks	31/10/2016	11/12/2016
<b>CLASS BREAK</b>	2 weeks	12/12/2016	25/12/2016
<b>CHRISTMAS BREAK</b>	4 weeks	26/12/2016	22/01/2017

## 2017

TERMS /BREAKS	DURATION	START DATE	END DATE
<b>TERM 1</b>	6 weeks	23/01/2017	05/03/2017
<b>CLASS BREAK</b>	2 weeks	06/03/2017	19/03/2017
<b>TERM 2</b>	6 weeks	20/03/2017	30/04/2017
<b>CLASS BREAK</b>	2 weeks	01/05/2017	14/05/2017
<b>TERM 3</b>	6 weeks	15/05/2017	25/06/2017
<b>CLASS BREAK</b>	2 weeks	26/06/2017	09/07/2017
<b>TERM 4</b>	6 weeks	10/07/2017	20/08/2017
<b>CLASS BREAK</b>	2 weeks	21/08/2017	03/09/2017
<b>TERM 5</b>	6 weeks	04/09/2017	15/10/2017
<b>CLASS BREAK</b>	2 weeks	16/10/2017	29/10/2017
<b>TERM 6</b>	6 weeks	30/10/2017	10/12/2017
<b>CLASS BREAK</b>	2 weeks	11/12/2017	24/12/2017
<b>CHRISTMAS BREAK</b>	4 weeks	25/12/2017	21/01/2018

Matus Bendik - Czech Republic



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# DEVELOP YOUR CAREER WITH US

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Greenwich Management College working together with Greenwich English College offers a wide range of courses to enhance your career and study opportunities. Students who complete the following courses successfully with Greenwich English College get direct entry into Greenwich Management College.

## ENGLISH PROGRAMS



## VOCATIONAL PROGRAMS



## ENTRY REQUIREMENTS

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**STUDENTS MUST BE 18 YEARS OF AGE AND OVER AT TIME OF STUDY**

**ALL LEARNERS MUST HAVE COMPLETED YEAR 10 OR OVERSEAS EQUIVALENT**

**IELTS 5.5 OR TOEFL 540 OR DIRECT ENTRY FROM A COLLEGE APPROVED BY GREENWICH MANAGEMENT COLLEGE.**  
(See [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au))

**DIRECT ENTRY IS AVAILABLE FOR STUDENTS:**

- Who have successfully completed the following courses with Greenwich English College: General English (Upper Intermediate Level 6 weeks), English for Business (12 weeks), Cambridge PET, FCE and CAE, AEP, EAP and IELTS (online and on campus testing options)
- Who have successfully completed at least six weeks of General English (Upper Intermediate to Advanced Level) as per the direct entry flyer of other ELICOS colleges
- Direct entry to students on passing Greenwich English College Placement Test

## HOW TO APPLY

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All students must apply online at [greenwichcollege.edu.au/enrol-now/](http://greenwichcollege.edu.au/enrol-now/) or by completing and emailing the application form to [admissions@greenwichcollege.edu.au](mailto:admissions@greenwichcollege.edu.au).

### Further Information

For more information about studying at Greenwich Management College, including course information, English language requirements, intakes, tuition fees, assessment methods, accommodation options, financial obligations, and living in Australia, please visit [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au) or contact [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)

## VOCATIONAL FURTHER STUDY AND PATHWAYS

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Greenwich Management College offers a pathway to related tertiary programs at various Australian institutions. On successfully completing our Diploma of Business or Diploma of Leadership and Management courses, students will receive credits at certain higher education institutes.

With tutorial classes and personalised attention from our team of highly qualified and motivated trainers, our program ensures that you will be ready for the level of study that is demanded at post graduate level.

Please check out our Further Study Pathways List at [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au)

# ACCREDITATIONS & ASSOCIATIONS

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## ASQA

### Australian Skills Quality Authority.

- ASQA is the recognition and registering authority in Australia for all RTOs that issue Australian Qualifications Framework (AQF) qualifications and statements of attainment.
- Quality assured and nationally recognised training and qualifications.
- Approved to provide courses to overseas students studying in Australia and listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

## AQTF

### Australian Quality Training Framework.

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

## RPL

### Recognition of Prior Learning.

RPL assesses a person's skills and knowledge they have achieved through formal, informal and non-formal education and training. RPL is only available for Australian Qualifications Framework (AQF) awards.

**Credit transfer** is the recognition of previously completed formal learning.

Contact us for more information on how to apply.

## VELG

VELG Training is the premier provider of Vocational Education and Training (VET) professional development and consulting services. As part of our dedication to the quality of our teaching, all Greenwich Management College trainers are paid members of VELG, ensuring they are always up to date with the latest training techniques and research.

## AUSTRALIA FUTURE UNLIMITED

Greenwich Management College works with Austrade and the Australian Government to promote Australia as a world leading destination for international students.



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# REDHILL EDUCATION GROUP

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Greenwich Management College is a proud member of the RedHill Education Group.

A student who chooses to study at a RedHill Education college makes a considerable investment in his or her future. In return, RedHill treats its students as valued customers and commits to delivering an effective, relevant, high quality and inspiring educational experience for the long term.



JOIN OUR SOCIAL NETWORKS



Mayra Maldonado - Brazil



 Your success starts at Greenwich



**GREENWICH**  
Management College

**Greenwich Management College**  
ABN 31 114 584 940  
Provider CRICOS Code 02672K  
RTO 91153

**Sydney Campus**  
Level 2, 396 Pitt Street  
Sydney NSW 2000 Australia  
(Entry via Goulburn Street)  
**t** + 61 2 9264 2223  
**f** + 61 2 9264 2224

**Melbourne Campus**  
Level 8, 120 Spencer Street  
Melbourne VIC 3000 Australia  
**t** +61 3 8609 0000

**e** [enquires@greenwichcollege.edu.au](mailto:enquires@greenwichcollege.edu.au)

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