



GREENWICH
Management College
SYDNEY AND MELBOURNE AUSTRALIA



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w greenwichcollege.edu.au



**YOUR FUTURE
STARTS AT
GREENWICH**

ABOUT GREENWICH MANAGEMENT COLLEGE

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

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

Our colleges are located in Sydney CBD, North 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?



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



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



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



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



Industry engagement opportunities throughout the course



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





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▶ CAMPUS LOCATIONS

Greenwich Management College is located in three amazing campus locations.

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



SYDNEY

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

NORTH SYDNEY

Greenwich College's trendy, boutique campus is located in the heart of North Sydney, Sydney's second largest commercial hub surrounded by many global corporations. It is well-connected by public transport - a quick ten minutes' bus or train ride in to the city - with access to great cafes, restaurants and pubs.



MELBOURNE

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



▶ TIMETABLE

| COURSES | DAY | | | EVENING | | | FULL DAY | | |
|--|-----|------|--------|---------|------|--------|----------------|----------------|----------------|
| | Syd | Melb | N. Syd | Syd | Melb | N. Syd | Syd | Melb | N. Syd |
| Certificate IV in Business - BSB40215 | | | | ✓ | ✓ | | | | |
| Diploma of Business - BSB50215 | | | | | | | ✓ | ✓ | |
| Certificate IV in Leadership & Management - BSB42015 | | | ✓ | ✓ | ✓ | | ✓ | | ✓ |
| Diploma of Leadership & Management - BSB451918 | | | | ✓ | | | ✓ | ✓ | |
| Advanced Diploma of Leadership & Management - BSB61015 | | | | | | | ✓ ² | ✓ ² | |
| Certificate IV in Project Management Practice - BSB41515 | | | ✓ | | ✓ | ✓ | | | |
| Diploma of Project Management - BSB51415 | | ✓ | ✓ | | ✓ | ✓ | | | ✓ |
| Advanced Diploma of Program Management - BSB61218 | | | | | | | | ✓ ² | ✓ ¹ |
| Certificate IV in Marketing & Communication - BSB42415 | | ✓ | | | | | ✓ | ✓ | ✓ |
| Diploma of Marketing & Communication - BSB52415 | | | | | | | ✓ | ✓ | |
| Diploma of Event Management - SIT50316 | ✓ | | | | | | | ✓ | |

1- From October 2018 2- From January 2019

Day Timetables will consist of 2 morning sessions - either Mon & Thurs or Tue & Wed (8:30-13:30)

Evening timetables will consist of 2 evening sessions - either Mon & Thurs or Tue & Wed (16:00-21:00)

Full Day timetables will consist of 1 full day session - either Friday all day or Saturday (08:30-19:30)

Scholarship is valid for all applications received up to 00:00 31/12/18

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

▶ ENTRY REQUIREMENTS

Minimum age

Students must be 18 years of age and over at time of study

Academic

All learners must have completed Year 10 or overseas equivalent

English Equivalent

IELTS 5.5 or direct entry from a college approved by Greenwich Management College

English Requirements - Direct Entry is available for students:

- Who have successfully completed the following courses with Greenwich English College: General English (Upper Intermediate Level, 8 weeks*) English for Business (12 weeks), Cambridge PET*, FCE and CAE, AEP, EAP and IELTS* (*With exit point of 5.5 or higher)
- Students that have successfully passed the Greenwich English Test (online and on campus testing options)



SPECIAL

Minimum 4 weeks
Greenwich English College

- Free Cambridge BULATS
- \$500 VET CoE deposit
- Enrolment fee waived at both institutions
- Free online Courses in Digital Marketing

Recognition of Prior Learning (RPL)

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

▶ ACCREDITATIONS & ASSOCIATIONS



ASQA

Australian Skills Quality Authority. ASQA is the recognition and registering authority in Australia for all RTOs that issue Australian Qualifications Framework



VELG

VELG Training is the premier provider of Vocational Education and Training (VET) professional development and consulting services.



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.



AUSTRALIA FUTURE UNLIMITED

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

▶ A NEW LEVEL OF SKILLS DEVELOPMENT & INDUSTRY ENGAGEMENT

Greenwich Management College is 100% committed to giving you the very best chance to succeed in your chosen field or profession. Our tools, services and innovative approach to learning, job ready skills and industry engagement means that you will graduate with a set of knowledge, skills and connections to help you thrive in your next step.



▶ TAKE YOUR SKILLS TO THE NEXT LEVEL WITH FREE DIGITAL MARKETING COURSES IN:

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

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



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 10 hours long and features interactive exercises, case studies and practical training.

▶ GREENWICH MANAGEMENT COLLEGE PATHWAYS

Greenwich Management College is able to offer our graduates a great pathway to higher education through our partnership with Torrens University. All graduates from our diplomas are guaranteed a full 1 year credit to the Torrens Bachelor of Business.



- Diploma of Business
- Diploma of Leadership and Management
- Diploma of Project Management
- Diploma of Marketing and Communication



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



MARKETING AND COMMUNICATION

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

CERTIFICATE IV

Course Code: BSB42415 - CRICOS Code: 093960D

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

DIPLOMA

Course Code: BSB52415 - CRICOS Code: 093961C

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

TIMETABLE

| COURSES | DAY | | | EVENING | | | FULL DAY | | | DURATION |
|--|-----|------|--------|---------|------|--------|----------|------|--------|--------------------------|
| | SYD | MELB | N. SYD | SYD | MELB | N. SYD | SYD | MELB | N. SYD | |
| Certificate IV in Marketing & Communication - BSB42415 | | ✓ | | | | | ✓ | ✓ | ✓ | 5 TERMS 40 - 44 weeks |
| Diploma of Marketing & Communication - BSB52415 | | | | | | | ✓ | ✓ | | 6 TERMS 52 weeks |

■ Skills Development classes available at all campus locations

CERTIFICATE IV IN MARKETING AND COMMUNICATION

| | | |
|-----------------------------------|-----------|--|
| FROM CUSTOMER TO DIGITAL CONSUMER | BSBMGT407 | APPLY DIGITAL SOLUTIONS TO WORK PROCESSES (CORE) |
| | BSBCUS401 | COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES |
| CONTENT AND CONVERGENCE | BSBMKG417 | APPLY MARKETING COMMUNICATION ACROSS A CONVERGENT INDUSTRY (CORE) |
| | BSBWRT401 | WRITE COMPLEX DOCUMENTS |
| PITCHING & BUILDING YOUR BRAND | BSBCMM401 | MAKE A PRESENTATION (CORE) |
| | BSBCRT401 | ARTICULATE, PRESENT AND DEBATE IDEAS (CORE) |
| | BSBMKG418 | DEVELOP AND APPLY KNOWLEDGE OF MARKETING AND COMMS INDUSTRY (CORE) |
| DEVELOP DIGITAL INTELLIGENCE | BSBLDR402 | LEAD EFFECTIVE WORKPLACE RELATIONSHIPS |
| | BSBMKG401 | PROFILE THE MARKET |
| THE CLIENT CREATIVE PROCESS | BSBMKG413 | PROMOTE PRODUCTS AND SERVICES |
| | BSBRES411 | ANALYSE AND PRESENT RESEARCH INFORMATION |
| | BSBCUS402 | ADDRESS CUSTOMER NEEDS |

DIPLOMA OF MARKETING AND COMMUNICATION

| | | |
|------------------------------|-----------|---|
| THE JOURNEY TO THE NEW MEDIA | BSBMKG514 | IMPLEMENT AND MONITOR MARKETING ACTIVITIES |
| | BSBMKG502 | ESTABLISH AND ADJUST THE MARKETING MIX |
| TREND SPOTTING | BSBMKG507 | INTERPRET MARKET TRENDS AND DEVELOPMENTS |
| | BSBMKG515 | CONDUCT A MARKETING AUDIT |
| PLANNING INTERACTIVE MEDIA | BSBLDR502 | LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS |
| | BSBMKG501 | IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES |
| RESEARCH NEW CONSUMER | BSBADN502 | MANAGE MEETINGS |
| | BSBMKG506 | PLAN MARKET RESEARCH |
| SOCIAL AND TRADITIONAL | BSBADV509 | CREATE MASS PRINT MEDIA ADVERTISEMENTS |
| | BSBADV507 | DEVELOP A MEDIA PLAN |
| LINK, EMBED AND ACTIVITY | BSBMG522 | UNDERTAKE PROJECT WORK |
| | BSBMKG523 | DESIGN AND DEVELOP AN INTEGRATED MARKETING COMMUNICATION PLAN |

■ Prerequisite: Five core units from Certificate IV in Marketing and Communication.

WHAT WILL I LEARN?

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



Pitch Night: You can develop a marketing campaign pitch with an external company in parallel to your course before delivering the BIG-PITCH!

WHO IS THIS COURSE FOR? Marketing and Communication is designed for students who want to start a successful career in marketing and communication in a wide variety of business contexts.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to more senior practitioners.



CAREER OUTCOMES

DIRECT MARKETING OFFICER, MARKET RESEARCH ASSISTANT, MARKETING COORDINATOR, MARKETING OFFICER, PUBLIC RELATIONS OFFICER

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BUSINESS

PREPARE FOR A SUCCESSFUL CAREER
IN THE BUSINESS AND
ENTREPRENEURSHIP WORLD



CERTIFICATE IV

Course Code: BSB40215 - CRICOS Code: 088284M

This course equips learners with sound business knowledge and extends their skills so that they can learn the basics of successfully contributing in a business. Students will learn to implement customer service strategies and basic leadership skills.

DIPLOMA

Course Code: BSB50215 - CRICOS Code: 088286J

This course will assist students in enhancing their entrepreneurship skills where they will learn about the process of launching and running a new business. Some of the skills they will learn include developing a business plan, hiring staff and providing leadership.

KEY HIGHLIGHTS



Industry Engagement

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



Showcase

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



Practical Experience

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

TIMETABLE

| COURSES | DAY | | | EVENING | | | FULL DAY | | | DURATION |
|---------------------------------------|-----|------|--------|---------|------|--------|----------|------|--------|--------------------------|
| | SYD | MELB | N. SYD | SYD | MELB | N. SYD | SYD | MELB | N. SYD | |
| Certificate IV in Business - BSB40215 | | | | ✓ | ✓ | | | | | 5 TERMS 40 - 44 weeks |
| Diploma of Business - BSB50215 | | | | | | | ✓ | ✓ | | 6 TERMS 52 weeks |

■ Skills Development classes available at all campus locations

CERTIFICATE IV IN BUSINESS

| | |
|-----------|--|
| BSBCMM401 | MAKE A PRESENTATION |
| BSBCUS401 | COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES |
| BSBCUS402 | ADDRESS CUSTOMER NEEDS |
| BSBCUS403 | IMPLEMENT CUSTOMER SERVICE STANDARDS |
| BSBINN301 | PROMOTE INNOVATION IN A TEAM ENVIRONMENT |
| BSBLE401 | DEVELOP TEAMS AND INDIVIDUALS |
| BSBMKG413 | PROMOTE PRODUCTS AND SERVICES |
| BSBPMG522 | UNDERTAKE PROJECT WORK |
| BSBWRT401 | WRITE COMPLEX DOCUMENTS |
| BSBWHS401 | IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS |

DIPLOMA OF BUSINESS

| | |
|------------|--|
| BSBADM502 | MANAGE MEETINGS |
| BSBHRM513 | MANAGE WORKFORCE PLANNING |
| BSBHRM501 | MANAGE HUMAN RESOURCE SERVICES |
| BSBSUS501 | DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY |
| BSBRISK501 | MANAGE RISK |
| BSBWOR501 | MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT |
| BSBHRM506 | MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES |
| BSBMKG502 | ESTABLISH AND ADJUST THE MARKETING MIX |

WHAT WILL I LEARN?

As a student of Certificate IV in Business, you will learn wide-ranging skills to launch a successful career in Business in an English speaking country. You can then progress to our Diploma course to gain high level skills such as practical expertise across HR, marketing, risk management policies and operations to advance your career in business or administration. Your new skills will be valuable as you build your own startup or assist the growth of existing business.



Showcase: The Showcase allows students to present their innovative ideas to industry partners and potential investors.

WHO IS THIS COURSE FOR? Business is ideal for students who would like to learn to prepare and deliver an effective and professional presentation. Students will be able to coordinate and implement customer focused projects and develop relationships to grow their business. This course will teach students to develop leadership and project planning skills to help their business.



CAREER OUTCOMES

**ADMINISTRATOR, OFFICE COORDINATOR, PROJECT OFFICER,
BUSINESS DEVELOPMENT MANAGER, OFFICE MANAGER OR PROGRAM COORDINATOR**

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LEADERSHIP AND MANAGEMENT

BUILD YOUR BUSINESS LEADERSHIP SKILLS



CERTIFICATE IV

Course Code: BSB40215 - CRICOS Code: 088285K

This course helps students to develop skills across a range of areas including: customer service, financial administration and business communication to achieve success in a leadership position.

DIPLOMA

Course Code: BSB51918 - CRICOS Code: 098725G

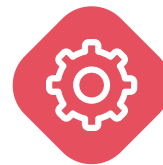
This course will take you to a new level in developing advanced aspects of leadership and management including how to plan, organise, implement and monitor the success of teams within an organisation.

ADVANCED DIPLOMA

Course Code: BSB61015 - CRICOS Code: 097921A

The Advanced Diploma of Leadership and Management provides you with the knowledge and initiative to lead your company, your business or your team from the front, and guide them to success. Learn how to recruit, train and manage your teams with success and confidence.

KEY HIGHLIGHTS



Industry Engagement

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



Career Kickstart

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



Practical Experience

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

TIMETABLE

| COURSES | DAY | | | EVENING | | | FULL DAY | | | DURATION |
|--|-----|------|--------|---------|------|--------|----------|------|--------|--------------------------|
| | SYD | MELB | N. SYD | SYD | MELB | N. SYD | SYD | MELB | N. SYD | |
| Certificate IV in Leadership & Management - BSB42015 | | | | ✓ | ✓ | | ✓ | | ✓ | 5 TERMS 40 - 44 weeks |
| Diploma of Leadership & Management - BSB51918 | | | | ✓ | | | ✓ | ✓ | | 6 TERMS 52 weeks |
| Advanced Diploma of Leadership & Management - BSB61015 | | | | | | | ✓ | ✓ | | 6 TERMS 52 weeks |

■ Skills Development classes available at all campus locations

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

| | |
|-----------|--|
| BSBLDR401 | COMMUNICATE EFFECTIVELY AS A WORKPLACE LEADER |
| BSBLDR402 | LEAD EFFECTIVE WORKPLACE RELATIONSHIPS |
| BSBLDR403 | LEAD TEAM EFFECTIVENESS |
| BSBMGT402 | IMPLEMENT OPERATIONAL PLAN |
| BSBINN301 | PROMOTE INNOVATION IN A TEAM ENVIRONMENT |
| BSBMGT403 | IMPLEMENT CONTINUOUS IMPROVEMENT |
| BSBWHS401 | IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS |
| BSBWOR404 | DEVELOP WORK PRIORITIES |
| BSBCMM401 | MAKE A PRESENTATION |
| BSBCUS401 | COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES |
| BSBLED401 | DEVELOP TEAMS AND INDIVIDUALS |
| BSBMKG413 | PROMOTE PRODUCTS AND SERVICES |

DIPLOMA OF LEADERSHIP AND MANAGEMENT

| | |
|-----------|--|
| BSBLDR511 | DEVELOP AND USE EMOTIONAL INTELLIGENCE |
| BSBMGT517 | MANAGE OPERATIONAL PLAN |
| BSBLDR502 | LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS |
| BSBWOR502 | LEAD AND MANAGE TEAM EFFECTIVENESS |
| BSBCUS501 | MANAGE QUALITY CUSTOMER SERVICE |
| BSBHRM405 | SUPPORT THE RECRUITMENT, SELECTION AND INDUCTION OF STAFF |
| BSBPMG522 | UNDERTAKE PROJECT WORK |
| BSBRK501 | MANAGE RISK |
| BSBWOR501 | MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT |
| BSBADM502 | MANAGE MEETINGS |
| BSBHRM512 | DEVELOP AND MANAGE PERFORMANCE MANAGEMENT PROCESSES |
| BSBHRM513 | MANAGE WORKFORCE PLANNING |

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

| | |
|-----------|---|
| BSBFIM601 | MANAGE FINANCES (CORE) |
| BSBINN601 | LEAD AND MANAGE ORGANISATIONAL CHANGE (CORE) |
| BSBMGT605 | PROVIDE LEADERSHIP ACROSS THE ORGANISATION (CORE) |
| BSBMGT617 | DEVELOP AND IMPLEMENT A BUSINESS PLAN (CORE) |
| BSBDIV601 | DEVELOP AND IMPLEMENT DIVERSITY POLICY |
| BSBMGT608 | MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT |
| BSBMGT615 | CONTRIBUTE TO ORGANISATION DEVELOPMENT |
| BSBMGT616 | DEVELOP AND IMPLEMENT STRATEGIC PLANS |
| BSBMKG609 | DEVELOP A MARKETING PLAN |
| BSBMGT619 | IDENTIFY AND IMPLEMENT BUSINESS INNOVATION |
| BSBHRM602 | MANAGE HUMAN RESOURCES STRATEGIC PLANNING |
| BSBRK501 | MANAGE RISK |

WHAT WILL I LEARN?

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

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

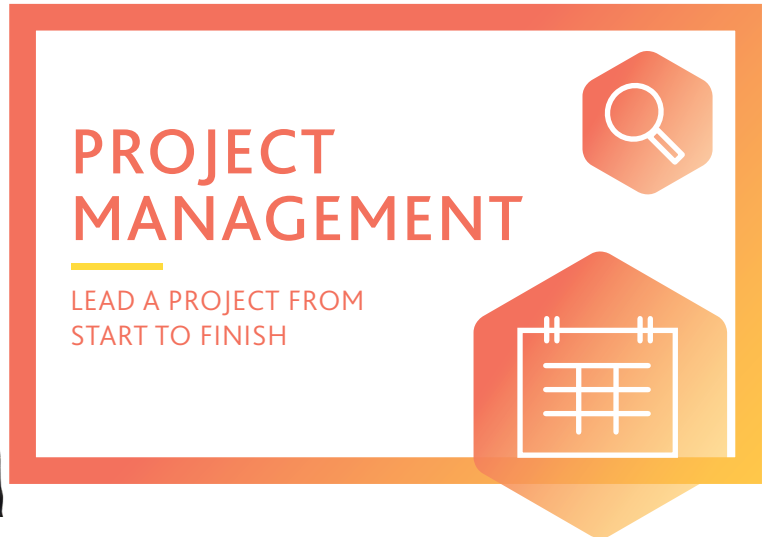
Students will learn and practice a wide range of skills and develop abilities that will enable them to thrive in larger companies and organisations.



CAREER OUTCOMES

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

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CERTIFICATE IV

Course Code: BSB41515 - CRICOS Code: 092142B

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

DIPLOMA

Course Code: BSB51415 - CRICOS Code: 092143A

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

ADVANCED DIPLOMA

Course Code: BSB61218 - CRICOS Code: 098971E

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

KEY HIGHLIGHTS



Industry Engagement

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



Practical Experience

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



Pathway to a career

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



Program vs. Project

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

TIMETABLE

| COURSES | DAY | | | EVENING | | | FULL DAY | | | DURATION |
|---|-----|------|--------|---------|------|--------|----------|------|--------|--------------------------|
| | SYD | MELB | N. SYD | SYD | MELB | N. SYD | SYD | MELB | N. SYD | |
| Certificate IV in Project Management Practice - BSB41515 | ✓ | | | | ✓ | ✓ | | | | 5 TERMS 40 - 44 weeks |
| Diploma of Project Management - BSB51415 | | ✓ | ✓ | | ✓ | ✓ | | | ✓ | 6 TERMS 52 weeks |
| Advanced Diploma of Program Management - BSB61218 <small>This course will be offered in Melbourne from Jan 2019.</small> | | | | | | | ✓ | ✓ | | 6 TERMS 52 weeks |

■ Skills Development classes available at all campus locations

CERTIFICATE IV OF PROJECT MANAGEMENT

| | |
|-----------|--|
| BSBPMG409 | APPLY PROJECT SCOPE MANAGEMENT TECHNIQUES |
| BSBPMG410 | APPLY PROJECT TIME MANAGEMENT TECHNIQUES |
| BSBPMG411 | APPLY PROJECT QUALITY MANAGEMENT TECHNIQUE |
| BSBPMG412 | APPLY PROJECT COST-MANAGEMENT TECHNIQUES |
| BSBPMG413 | APPLY PROJECT HUMAN RESOURCES MANAGEMENT APPROACHES |
| BSBPMG414 | APPLY PROJECT INFORMATION MANAGEMENT AND COMMUNICATIONS TECHNIQUES |
| BSBPMG415 | APPLY PROJECT RISK-MANAGEMENT TECHNIQUES |
| BSBADM405 | ORGANISE MEETINGS |
| BSBWHS401 | IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS |

DIPLOMA OF PROJECT MANAGEMENT

| | |
|-----------|--|
| BSBPMG511 | MANAGE PROJECT SCOPE |
| BSBPMG512 | MANAGE PROJECT TIME |
| BSBPMG513 | MANAGE PROJECT QUALITY |
| BSBPMG514 | MANAGE PROJECT COST |
| BSBPMG515 | MANAGE PROJECT HUMAN RESOURCES |
| BSBPMG516 | MANAGE PROJECT INFORMATION AND COMMUNICATION |
| BSBPMG517 | MANAGE PROJECT RISK |
| BSBPMG521 | MANAGE PROJECT INTEGRATION |
| BSBINN502 | BUILD AND SUSTAIN AN INNOVATIVE WORK ENVIRONMENT |
| BSBMGT516 | FACILITATE CONTINUOUS IMPROVEMENT |
| BSBSUS501 | DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY |
| BSBWOR502 | LEAD AND MANAGE TEAM EFFECTIVENESS |

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

| | |
|-----------|--|
| BSBPMG610 | ENABLE PROGRAM EXECUTION (CORE) |
| BSBPMG621 | FACILITATE STAKEHOLDER ENGAGEMENT (CORE) |
| BSBPMG622 | IMPLEMENT PROGRAM GOVERNANCE (CORE) |
| BSBPMG623 | MANAGE BENEFITS (CORE) |
| BSBPMG614 | ENGAGE IN COLLABORATIVE ALLIANCES |
| BSBPMG615 | MANAGE PROGRAM DELIVERY |
| BSBPMG616 | MANAGE PROGRAM RISK |
| BSBPMG617 | PROVIDE LEADERSHIP FOR THE PROGRAM |
| BSBINN601 | LEAD AND MANAGE ORGANISATIONAL CHANGE |
| BSBMGT608 | MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT |
| BSBLDR511 | DEVELOP AND USE EMOTIONAL INTELLIGENCE |
| BSBMGT520 | PLAN AND MANAGE THE FLEXIBLE WORKFORCE |

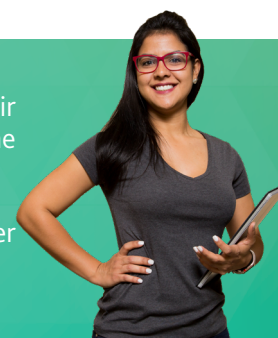
Prerequisite: Diploma of Project Management or two years of relevant work experience.

WHAT WILL I LEARN?

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

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

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



CAREER OUTCOMES

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

Your success starts at Greenwich | greenwichcollege.edu.au | info@greenwichcollege.edu.au



DIPLOMA OF EVENT MANAGEMENT

TAKE A STEP INTO YOUR DREAM CAREER IN EVENTS

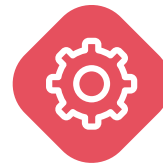
DIPLOMA

Course Code: SIT50316 - CRICOS Code: 097920B

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



KEY HIGHLIGHTS



Industry Engagement

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



Practical Experience

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



Career Kickstart

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

TIMETABLE

| COURSES | DAY | | | EVENING | | | FULL DAY | | | DURATION |
|--|-----|------|--------|---------|------|--------|----------|------|--------|---------------------|
| | SYD | MELB | N. SYD | SYD | MELB | N. SYD | SYD | MELB | N. SYD | |
| Diploma of Event Management - SIT50316 | ✓ | | | | | | ✓ | | | 6 TERMS 52 weeks |

■ Skills Development classes available at all campus locations

DIPLOMA OF EVENT MANAGEMENT

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

WHAT WILL I LEARN?

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



Studio+: The Studio+ gives any Diploma or Advanced Diploma student the opportunity to undergo real life work experience, catered to them, with applications closing every quarter.

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

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



CAREER OUTCOMES

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

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GREENWICH
Management College



Greenwich Management College
Greenwich English College Pty Ltd
ABN 31 114 584940 CRICOS Provider Code 02672K RTO 91153

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Greenwich English College PTY LTD also trades as
Greenwich Management College