TIMETABLES

Term 2, 2024 (8 April – 7 June)

Sydney Vocational Courses

Leadership and Management

[**Certificate II in Workplace Skills - Group A (Hybrid Class) 2**](#_Toc162016884)

[**Certificate IV in Business (Leadership) – Group B (Hybrid Class) 3**](#_Toc162016885)

[**Diploma of Leadership and Management – Group D (Hybrid Class) 4**](#_Toc162016886)

[**Advanced Diploma of Leadership and Management – Group D (Hybrid Class) 5**](#_Toc162016887)

# Certificate II in Workplace Skills - Group A (Hybrid Class)

**ACADEMIES AUSTRALASIA INSTITUTE**

**AUSTRALIAN COLLEGE OF TECHNOLOGY**

**CLARENDON BUSINESS COLLEGE**

**SUPREME BUSINESS COLLEGE**

**Term 2, 2024 (8 April – 7 June)**

**LDR20**

**BSB20120 Certificate II in Workplace Skills - Group A (Hybrid Class)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Time** | **Subject** | **Room** |
| Thursday | 1:30 pm – 5:30 pm | Workplace WHS and Sustainability (Part 1) | Goulburn  R203 |
| 6:00 pm – 10:00 pm | Working Effectively | Goulburn  R203 |
| Friday | 1:30 pm – 5:30 pm | Customer Service | Goulburn  R212 |
| 6:00 pm – 10:00 pm | Self-Awareness | Goulburn  R212 |
| Online | **Consultation Time:**  **Friday**  **9:00am – 1:00pm** | Workplace WHS and Sustainability (Part 2) | Goulburn  R111 |

**Goulburn - Level 2, 4-10 Goulburn Street, Sydney**

Formal classes start on **Thursday,** **11 April 2024.**

**All students must complete enrolment by 19 April 2024.**

All students must endeavour to attend 20 contact hours a week. "Contact hours" is defined as the total number of hours scheduled for teaching purposes, course-related information sessions and examinations.

Those who wish to apply for Recognition of Prior Learning (RPL)/ Credit Transfer (CT) must do so by the end of Week 1.

**Important**

Students are responsible for ensuring that they attend and successfully complete every one of the subjects \* that make up the course that they are enrolled in by the end date of their course. If you are in your last term of study and cannot find a required subject for completion in the list above, please look for that subject on other related course timetables. If you cannot locate that subject, please make an appointment to meet your course coordinator.

\* Excludes subjects for which they have been granted exemption (Recognition of Prior Learning).

# Certificate IV in Business (Leadership) – Group B (Hybrid Class)

**ACADEMIES AUSTRALASIA INSTITUTE**

**AUSTRALIAN COLLEGE OF TECHNOLOGY**

**CLARENDON BUSINESS COLLEGE**

**SUPREME BUSINESS COLLEGE**

**Term 2, 2024 (8 April – 7 June)**

**LDR20**

**BSB40120 Certificate IV in Business (Leadership) – Group B (Hybrid Class)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Time** | **Subject** | **Room** |
| Thursday | 1:30 pm – 5:30 pm | Business Presentations | Goulburn  R203 |
| 6:00 pm – 10:00 pm | Business Relationships | Goulburn  R203 |
| Friday | 1:30 pm – 5:30 pm | WHS Implementation (Part 1) | Goulburn  R212 |
| 6:00 pm – 10:00 pm | Work Practices | Goulburn  R212 |
| Online | **Consultation Time:**  **Friday**  **9:00am – 1:00pm** | WHS Implementation (Part 2) | Goulburn  R111 |

**Goulburn - Level 2, 4-10 Goulburn Street, Sydney**

Formal classes start on **Thursday,** **11 April 2024.**

**All students must complete enrolment by 19 April 2024.**

All students must endeavour to attend 20 contact hours a week. "Contact hours" is defined as the total number of hours scheduled for teaching purposes, course-related information sessions and examinations.

Those who wish to apply for Recognition of Prior Learning (RPL)/ Credit Transfer (CT) must do so by the end of Week 1.

**Important**

Students are responsible for ensuring that they attend and successfully complete every one of the subjects \* that make up the course that they are enrolled in by the end date of their course. If you are in your last term of study and cannot find a required subject for completion in the list above, please look for that subject on other related course timetables. If you cannot locate that subject, please make an appointment to meet your course coordinator.

\* Excludes subjects for which they have been granted exemption (Recognition of Prior Learning).

# Diploma of Leadership and Management – Group D (Hybrid Class)

**ACADEMIES AUSTRALASIA INSTITUTE**

**AUSTRALIAN COLLEGE OF TECHNOLOGY**

**CLARENDON BUSINESS COLLEGE**

**SUPREME BUSINESS COLLEGE**

**Term 2, 2024 (8 April – 7 June)**

**LDR20**

**BSB50420 Diploma of Leadership and Management – Group D (Hybrid Class)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Time** | **Subject** | **Room** |
| Tuesday | 1:30 pm – 5:30 pm | Customer Service (Part 1) | Goulburn  R205 |
| 6:00 pm – 10:00 pm | Sustainability (Part 1) | Goulburn  R205 |
| Wednesday | 1:30 pm – 5:30 pm | Customer Service (Part 2) | Goulburn  R205 |
| 6:00 pm – 10:00 pm | Business Risk | Goulburn  R205 |
| Online | **Consultation Time:**  **Friday**  **9:00 am – 1:00 pm** | Sustainability (Part 2) | Goulburn  R111 |

**Goulburn - Level 2, 4-10 Goulburn Street, Sydney**

Formal classes start on **Tuesday,** **9 April 2024.**

**All students must complete enrolment by 19 April 2024.**

All students must endeavour to attend 20 contact hours a week. "Contact hours" is defined as the total number of hours scheduled for teaching purposes, course-related information sessions and examinations.

Those who wish to apply for Recognition of Prior Learning (RPL)/ Credit Transfer (CT) must do so by the end of Week 1.

**Important**

Students are responsible for ensuring that they attend and successfully complete every one of the subjects \* that make up the course that they are enrolled in by the end date of their course. If you are in your last term of study and cannot find a required subject for completion in the list above, please look for that subject on other related course timetables. If you cannot locate that subject, please make an appointment to meet your course coordinator.

\* Excludes subjects for which they have been granted exemption (Recognition of Prior Learning).

# Advanced Diploma of Leadership and Management – Group D (Hybrid Class)

**ACADEMIES AUSTRALASIA INSTITUTE**

**AUSTRALIAN COLLEGE OF TECHNOLOGY**

**CLARENDON BUSINESS COLLEGE**

**SUPREME BUSINESS COLLEGE**

**Term 2, 2024 (8 April – 7 June)**

**LDR20**

**BSB60420 Advanced Diploma of Leadership and Management – Group D (Hybrid Class)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Time** | **Subject** | **Room** |
| Monday | 1:30 pm – 5:30 pm | Creative Problem-Solving (Part 1) | Goulburn  R212 |
| 6:00 pm – 10:00 pm | Workplace Communication (Part 1) | Goulburn  R212 |
| Tuesday | 1:30 pm – 5:30 pm | Creative Problem-Solving (Part 2) | Goulburn  R212 |
| 6:00 pm – 10:00 pm | Workplace Communication (Part 2) | Goulburn  R212 |
| Online | **Consultation Time:**  **Friday**  **9:00 am – 1:00 pm** | Workplace Communication (Part 3) | Goulburn  111 |

**Goulburn - Level 2, 4-10 Goulburn Street, Sydney**

Formal classes start on **Tuesday,** **9 April 2024.**

**All students must complete enrolment by 19 April 2024.**

All students must endeavour to attend 20 contact hours a week. "Contact hours" is defined as the total number of hours scheduled for teaching purposes, course-related information sessions and examinations.

Those who wish to apply for Recognition of Prior Learning (RPL)/ Credit Transfer (CT) must do so by the end of Week 1.

**Important**

Students are responsible for ensuring that they attend and successfully complete every one of the subjects \* that make up the course that they are enrolled in by the end date of their course. If you are in your last term of study and cannot find a required subject for completion in the list above, please look for that subject on other related course timetables. If you cannot locate that subject, please make an appointment to meet your course coordinator.

\* Excludes subjects for which they have been granted exemption (Recognition of Prior Learning).