

TIMETABLES

Term 4, 2024 (23 September – 20 November)

Sydney Vocational Courses

Leadership and Management

Certificate II in Workplace Skills - Group A (Hybrid Class).....	2
Certificate IV in Business (Leadership) – Group B (Hybrid Class).....	3
Diploma of Leadership and Management – Group B (Night Class)	4
Advanced Diploma of Leadership and Management – Group B (Hybrid Class)	5

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

ACADEMIES AUSTRALASIA INSTITUTE AUSTRALIAN COLLEGE OF TECHNOLOGY CLARENDON BUSINESS COLLEGE SUPREME BUSINESS COLLEGE

Term 4, 2024 (23 September – 20 November)

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 203
	6:00 pm – 10:00 pm	Working Effectively	Goulburn 203
Friday	1:30 pm – 5:30 pm	Customer Service	Goulburn 203
	6:00 pm – 10:00 pm	Self-Awareness	Goulburn 203
Online	Consultation Time: Friday 9:00am – 1:00pm	Workplace WHS and Sustainability (Part 2)	Goulburn 111

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

Formal classes start on **Thursday, 26 September 2024**.

All students must complete enrolment by 4 October 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).

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SUPREME BUSINESS COLLEGE**

Term 4, 2024 (23 September – 20 November)

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 203
	6:00 pm – 10:00 pm	Business Relationships	Goulburn 203
Friday	1:30 pm – 5:30 pm	WHS Implementation (Part 1)	Goulburn 203
	6:00 pm – 10:00 pm	Work Practices	Goulburn 203
Online	Consultation Time: Friday 9:00am – 1:00pm	WHS Implementation (Part 2)	Goulburn 111

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

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Diploma of Leadership and Management – Group B (Night Class)

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Term 4, 2024 (23 September – 20 November)

LDR20

BSB50420 Diploma of Leadership and Management – Group B (Night Class)

Day	Time	Subject	Room
Tuesday	6:00 pm – 10:00 pm	Work Health and Safety (Part 1)	Goulburn 205
Wednesday	6:00 pm – 10:00 pm	Work Health and Safety (Part 2)	Goulburn 205
Thursday	6:00 pm – 10:00 pm	Workplace Relationships	Goulburn 205
Friday	6:00 pm – 10:00 pm	Communication (Part 1)	Goulburn 205
Online	Consultation Time: Friday 9:00 am – 1pm	Communication (Part 2)	Goulburn 111

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

Formal classes start on **Tuesday, 24 September 2024**.

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

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Term 4, 2024 (23 September – 20 November)

LDR20

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

Day	Time	Subject	Room
Monday	1:30 pm – 5:30 pm	Innovation (Part 1)	Goulburn 212
	6:00 pm – 10:00 pm	Workplace Diversity	Goulburn 212
Tuesday	1:30 pm – 5:30 pm	Innovation (Part 2)	Goulburn 212
	6:00 pm – 10:00 pm	WHS Management (Part 1)	Goulburn 212
Online	Consultation Time: Friday 9:00 am – 1:00 pm	WHS Management (Part 2)	Goulburn 111

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

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