

TIMETABLES

Term 1, 2025 (13 January – 14 March)

Sydney Vocational Courses

Leadership and Management

Certificate II in Workplace Skills - Group A (Hybrid Class).....	2
Certificate IV in Business (Leadership) – Group A (Hybrid Class).....	3
Diploma of Leadership and Management – Group C (Night Class).....	4
Advanced Diploma of Leadership and Management – Group C (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 1, 2025 (13 January – 14 March)

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	
Friday	1:30 pm – 5:30 pm	Customer Service	
	6:00 pm – 10:00 pm	Self-Awareness	
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, 16 January 2025**.

All students must complete enrolment by 24 January 2025.

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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LDR20

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

Day	Time	Subject	Room
Thursday	1:30 pm – 5:30 pm	Business Communication (Part 1)	Goulburn 203
	6:00 pm – 10:00 pm	Personal Wellbeing	
Friday	1:30 pm – 5:30 pm	Digital Technologies	
	6:00 pm – 10:00 pm	Workplace Leadership	
Online	Consultation Time: Friday 9:00am – 1:00pm	Business Communication (Part 2)	Goulburn 111

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

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Term 1, 2025 (13 January – 14 March)

LDR20

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

Day	Time	Subject	Room
Tuesday	6:00 pm – 10:00 pm	Finance (Part 1)	Goulburn 205
Wednesday	6:00 pm – 10:00 pm	Finance (Part 2)	
Thursday	6:00 pm – 10:00 pm	Critical Thinking	
Friday	6:00 pm – 10:00 pm	Personal Development (Part 1)	
Online	Consultation Time: Friday 9:00 am – 1pm	Personal Development (Part 2)	Goulburn 111

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

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

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Term 1, 2025 (13 January – 14 March)

LDR20

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

Day	Time	Subject	Room
Monday	1:30 pm – 5:30 pm	Strategic & Business Planning (Part 1)	Goulburn 212
	6:00 pm – 10:00 pm	Strategic & Business Planning (Part 2)	
Tuesday	1:30 pm – 5:30 pm	Strategic & Business Planning (Part 3)	
	6:00 pm – 10:00 pm	Strategic & Business Planning (Part 4)	
Online	Consultation Time: Friday 9:00 am – 1:00 pm	Strategic & Business Planning (Part 5)	Goulburn 111

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