

# TIMETABLES

Term 2, 2025 (7 April – 6 June)

**Sydney** Vocational Courses

## Leadership and Management

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

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

**ACADEMIES AUSTRALASIA INSTITUTE  
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CLARENDON BUSINESS COLLEGE  
SUPREME BUSINESS COLLEGE**

**Term 2, 2025 (7 April – 6 June)**

**LDR20**

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

<b>Day</b>	<b>Time</b>	<b>Subject</b>	<b>Room</b>
Monday	1:30 pm – 5:30 pm	Workplace WHS and Sustainability (Part 1)	Goulburn 212
	6:00 pm – 10:00 pm	Working Effectively	
Tuesday	1:30 pm – 5:30 pm	Customer Service	
	6:00 pm – 10:00 pm	Self-Awareness	
Online	<b>Consultation Time:</b> 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 **Tuesday, 8 April 2025**.

**All students must complete enrolment by 18 April 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 B (Night Class)**

<b>Day</b>	<b>Time</b>	<b>Subject</b>	<b>Room</b>
Tuesday	6:00 pm – 10:00 pm	Business Presentations	Goulburn 205
Wednesday	6:00 pm – 10:00 pm	Business Relationships	
Thursday	6:00 pm – 10:00 pm	WHS Implementation (Part 1)	
Friday	6:00 pm – 10:00 pm	Work Practices	
Online	<b>Consultation Time: Friday 9:00 am – 1pm</b>	WHS Implementation (Part 2)	Goulburn 111

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**Term 2, 2025 (7 April – 6 June)**

**LDR20**

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

<b>Day</b>	<b>Time</b>	<b>Subject</b>	<b>Room</b>
Tuesday	6:00 pm – 10:00 pm	Customer Service (Part 1)	Goulburn 205
Wednesday	6:00 pm – 10:00 pm	Customer Service (Part 2)	
Thursday	6:00 pm – 10:00 pm	Sustainability (Part 1)	
Friday	6:00 pm – 10:00 pm	Business Risk	
Online	<b>Consultation Time: Friday 9:00 am – 1pm</b>	Sustainability (Part 2)	Goulburn 111

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

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SUPREME BUSINESS COLLEGE**

**Term 2, 2025 (7 April – 6 June)**

**LDR20**

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

<b>Day</b>	<b>Time</b>	<b>Subject</b>	<b>Room</b>
Monday	1:30 pm – 5:30 pm	Creative Problem-Solving (Part 1)	Goulburn 212
	6:00 pm – 10:00 pm	Workplace Communication (Part 1)	
Tuesday	1:30 pm – 5:30 pm	Creative Problem-Solving (Part 2)	
	6:00 pm – 10:00 pm	Workplace Communication (Part 2)	
Online	<b>Consultation Time: Friday 9:00 am – 1:00 pm</b>	Workplace Communication (Part 3)	Goulburn 111

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