



## ALS Certificates and Diplomas



*Certificates and Diplomas*

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Australian Language Schools Pty Ltd CRICOS Provider 02885G - RTO No 32044



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116 Adelaide St., Brisbane, QLD, Australia 4000

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## BSB20120 Certificate II in Workplace Skills

(BSB20120 / CRICOS: 103327J)

### Qualification overview

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Successful completion may provide entry into the Certificate III Business, and other Certificate II, III and IV Accredited Courses and Training Package qualifications.

### Total Length

55 weeks

### Study Weeks

42 weeks

### Entry requirement

- IELTS 4.5 equivalent / Intermediate English level
- Successful completion of Year 10 or equivalent
- Minimum 18 years of age

### Recognition of prior learning / credit transfer

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
- Information on units that may cross over with this course from other course we offer can be found [here](#)

### Mode of delivery

- 20 hours per week face to face, with a mix of lecture style classes, tutorials and practical elements
- There are approximately 6 hours of assessment for each unit in the course, comprising of written assessments and practical demonstrations
- Depending on your previous skills and knowledge, you may need to attend more elements. You can take our assessment [previous skills and knowledge assessment here](#)

### Units

1. BSBSUS211 Participate in sustainable work practices
2. BSBCMM211 Apply communication skills
3. BSBOPS201 Work effectively in business environments
4. BSBPEF202 Plan and apply time management
5. BSBWHS211 Contribute to the health and safety of self and others
6. BSBPEF201 Support personal wellbeing in the workplace
7. BSBTEC201 Use business software applications
8. SIRXCEG002 Assist with customer difficulties
9. SIRXPDK001 Advise on products and services
10. BSBTWK201 Work effectively with others



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## **Intensive BSB20120 Certificate II in Workplace Skills**

(BSB20120 / CRICOS: 103327J)

### **Qualification overview**

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Successful completion may provide entry into the Certificate III Business, and other Certificate II, III and IV Accredited Courses and Training Package qualifications.

### **Total Length**

27 weeks

### **Study Weeks**

21 weeks

### **Entry requirement**

- IELTS 5.5 equivalent / Upper-Intermediate English level
- Successful completion of Year 10 or equivalent
- Minimum 18 years of age

### **Recognition of prior learning / credit transfer**

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
- Information on units that may cross over with this course from other course we offer can be found [here](#)

### **Mode of delivery**

- 20 hours per week face to face, with a mix of lecture style classes, tutorials and practical elements
- There are approximately 6 hours of assessment for each unit in the course, comprising of written assessments and practical demonstrations
- Depending on your previous skills and knowledge, you may need to attend more elements. You can take our assessment [previous skills and knowledge assessment here](#)

### **Units**

1. BSBSUS211 Participate in sustainable work practices
2. BSBCMM211 Apply communication skills
3. BSBOPS201 Work effectively in business environments
4. BSBPEF202 Plan and apply time management
5. BSBWHS211 Contribute to the health and safety of self and others
6. BSBPEF201 Support personal wellbeing in the workplace
7. BSBTEC201 Use business software applications
8. SIRXCEG002 Assist with customer difficulties
9. SIRXPDK001 Advise on products and services
10. BSBTWK201 Work effectively with others



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## BSB30120 Certificate III in Business (Customer Engagement)

(BSB30120 / CRICOS: 103328H)

### Qualification overview

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Successful completion may provide entry into the Certificate IV Business or Customer Engagement, and other Certificate III, IV and Diploma Accredited Courses and Training Package qualifications.

### Total Length

55 weeks

### Study Weeks

42 weeks

### Entry requirement

- IELTS 5 equivalent / High Intermediate English level
- Successful completion of Year 10 or equivalent
- Minimum 18 years of age

### Recognition of prior learning / credit transfer

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
- Information on units that may cross over with this course from other course we offer can be found [here](#)

### Mode of delivery

- 20 hours per week face to face, with a mix of lecture style classes, tutorials and practical elements
- There are approximately 6 hours of assessment for each unit in the course, comprising of written assessments and practical demonstrations
- Depending on your previous skills and knowledge, you may need to attend more elements. You can take our assessment [previous skills and knowledge assessment here](#)

### Units

1. BSBSUS211 Participate in sustainable work practices
2. BSBPEF201 Support personal wellbeing in the workplace
3. BSBCRT311 Apply critical thinking skills in a team environment
4. BSBTWK301 Use inclusive work practices
5. BSBWHS311 Assist with maintaining workplace safety
6. BSBXCM301 Engage in workplace communication
7. BSBTEC301 Design and produce business documents
8. BSBTEC302 Design and produce spreadsheets
9. BSBPEF301 Organise personal work priorities
10. SIRXCEG002 Assist with customer difficulties
11. SIRXPDK001 Advise on products and services
12. BSBOPS304 Deliver and monitor a service to customers
13. BSBOPS305 Process customer complaints



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## **Intensive BSB30120 Certificate III in Business (Customer Engagement)**

(BSB30120 / CRICOS: 103328H)

### **Qualification overview**

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Successful completion may provide entry into the Certificate IV Business or Customer Engagement, and other Certificate III, IV and Diploma Accredited Courses and Training Package qualifications.

### **Total Length**

27 weeks

### **Study Weeks**

21 weeks

### **Entry requirement**

- IELTS 5.5 equivalent / Upper-Intermediate English level
- Successful completion of Year 10 or equivalent
- Minimum 18 years of age

### **Recognition of prior learning / credit transfer**

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
- Information on units that may cross over with this course from other course we offer can be found [here](#)

### **Mode of delivery**

- 20 hours per week face to face, with a mix of lecture style classes, tutorials and practical elements
- There are approximately 6 hours of assessment for each unit in the course, comprising of written assessments and practical demonstrations
- Depending on your previous skills and knowledge, you may need to attend more elements. You can take our assessment [previous skills and knowledge assessment here](#)

### **Units**

1. BSBSUS211 Participate in sustainable work practices
2. BSBPEF201 Support personal wellbeing in the workplace
3. BSBCRT311 Apply critical thinking skills in a team environment
4. BSBTWK301 Use inclusive work practices
5. BSBWHS311 Assist with maintaining workplace safety
6. BSBXCM301 Engage in workplace communication
7. BSBTEC301 Design and produce business documents
8. BSBTEC302 Design and produce spreadsheets
9. BSBPEF301 Organise personal work priorities
10. SIRXCEG002 Assist with customer difficulties
11. SIRXPDK001 Advise on products and services
12. BSBOPS304 Deliver and monitor a service to customers
13. BSBOPS305 Process customer complaints

## **BSB40120 Certificate IV in Business (Leadership)**





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(BSB40120 / CRICOS: 103329G)

## Qualification overview

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills.

They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources.

They may provide leadership and guidance to others with some limited responsibility for the output of others.

Successful completion may provide entry into the Diploma of Business or and other Certificate IV and Diploma Accredited Courses and Training Package qualifications.

## Total Length

63 weeks

## Study Weeks

48 weeks

## Mode of delivery

- 20 hours per week face to face
  - Each study week - 8 hours of lecture-based activities, 4 hours of tutorial / discussions (with assessments being completed in the final week as necessary), 4 hours of hands on – practical exercises (with assessments being completed in the final week as necessary) and 4 hours of directed learning opportunities.
  - Depending on your previous skills and knowledge, classes will be made available in the 'break' weeks, on a Tuesday and Wednesday.

## Entry requirement

- IELTS 5.5 equivalent / Upper-Intermediate English level
- Successful completion of Year 10 or equivalent
- Minimum 18 years of age

## Existing Skills, Knowledge and Experience

This course is ideally suited for someone who

- Limited exposure to business; ideally candidates will have worked previously, but not essential.

You can take our assessment [previous skills and knowledge assessment here](#)

## Recognition of prior learning / credit transfer

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
- Information on units that may cross over with this course from other course we offer can be found [here](#)

## Units

1. BSBTEC404 Use digital technologies to collaborate in a work environment
2. BSBWRT411 Write complex documents
3. BSBXCM401 Apply communication strategies in the workplace
4. BSBWHS411 Implement and monitor WHS policies, procedures and programs
5. BSBCRT411 Apply critical thinking to work practices
6. BSBTWK401 Build and maintain business relationships
7. BSBPEF502 Develop and use emotional intelligence
8. BSBPEF402 Develop personal work priorities
9. BSBCMM411 Make presentations
10. BSBHRM413 Support the learning and development of teams and individuals
11. BSBLDR411 Demonstrate leadership in the workplace
12. BSBSTR401 Promote innovation in team environments

## Intensive BSB40120 Certificate IV in Business (Leadership)



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116 Adelaide St., Brisbane, QLD, Australia 4000

(BSB40120 / CRICOS: 103329G)

## Qualification overview

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills.

They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources.

They may provide leadership and guidance to others with some limited responsibility for the output of others.

Successful completion may provide entry into the Diploma of Business or and other Certificate IV and Diploma Accredited Courses and Training Package qualifications.

## Total Length

31 weeks

## Study Weeks

24 weeks

## Mode of delivery

- 20 hours per week face to face
  - Each study week - 8 hours of lecture-based activities, 4 hours of tutorial / discussions (with assessments being completed in the final week as necessary), 4 hours of hands on – practical exercises (with assessments being completed in the final week as necessary) and 4 hours of directed learning opportunities.
  - Depending on your previous skills and knowledge, classes will be made available in the 'break' weeks, on a Tuesday and Wednesday.

## Entry requirement

- IELTS 5.5 equivalent / Upper-Intermediate English level
- Successful completion of Year 12 or equivalent
- Minimum 18 years of age

## Existing Skills, Knowledge and Experience

This course is ideally suited for someone who

- Prior work experience in a business environment, for a minimum of 1 year
- As stated in the entry requirements, academic skills equivalent to year 12 or better

You can take our assessment [previous skills and knowledge assessment here](#)

## Recognition of prior learning / credit transfer

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
- Information on units that may cross over with this course from other course we offer can be found [here](#)

1. BSBTEC404 Use digital technologies to collaborate in a work environment
2. BSBWRT411 Write complex documents
3. BSBXCM401 Apply communication strategies in the workplace
4. BSBWHS411 Implement and monitor WHS policies, procedures and programs
5. BSBCRT411 Apply critical thinking to work practices
6. BSBTWK401 Build and maintain business relationships
7. BSBPEF502 Develop and use emotional intelligence
8. BSBPEF402 Develop personal work priorities
9. BSBCMM411 Make presentations
10. BSBHRM413 Support the learning and development of teams and individuals
11. BSBLDR411 Demonstrate leadership in the workplace
12. BSBSTR401 Promote innovation in team environments

## BSB50420 Diploma of Leadership and Management

(BSB50420 / CRICOS: 103331B)



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116 Adelaide St., Brisbane, QLD, Australia 4000

## Qualification overview

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Upon completion, candidates would be able to go on to study Bachelor Degree in Business or Advanced Diploma in Business.

### Total Length

59 weeks

### Study Weeks

48 weeks

### Mode of delivery

- 20 hours per week face to face
  - Each study week - 8 hours of lecture-based activities, 4 hours of tutorial / discussions (with assessments being completed in the final week as necessary), 4 hours of hands on – practical exercises (with assessments being completed in the final week as necessary) and 4 hours of directed learning opportunities.
  - Depending on your previous skills and knowledge, classes will be made available in the 'break' weeks, on a Tuesday and Wednesday.

#### Entry requirement

- IELTS 5.5 equivalent / Upper-Intermediate English level
- Successful completion of Year 12 or equivalent
- Minimum 18 years of age

#### Existing Skills, Knowledge and Experience

This course is ideally suited for someone who

- Some business experience. This may not necessarily be in an office environment, but students are expected to have a work history they can draw on to help them in their answers.
- They may have completed a prior business qualification; although not a pre-requisite, we advise starting with a lower level qualification if they have not had substantial business experience.

You can take our assessment [previous skills and knowledge assessment here](#)

## Recognition of prior learning / credit transfer

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
- Information on units that may cross over with this course from other course we offer can be found [here](#)

1. BSBPEF502 Develop and use emotional intelligence
2. BSBCRT511 Develop critical thinking in others
3. BSBCMM511 Communicate with influence
4. BSBOPS502 Manage business operational plans
5. BSBLDR523 Lead and manage effective workplace relationships
6. BSBTWK502 Manage team effectiveness
7. BSBFIN501 Manage budgets and financial plans
8. BSBOPS501 Manage business resources
9. BSBSUS511 Develop workplace policies and procedures for sustainability
10. BSBXCM501 Lead communication in the workplace
11. BSBOPS503 Develop administrative systems
12. BSBTWK503 Manage meetings

## BSB50120 Diploma of Business

(BSB50120 / CRICOS: 103332A)





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## Qualification overview

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators, but with predominantly frontline management accountabilities.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Upon completion, candidates would be able to go on to study Bachelor Degree in Business or Advanced Diploma in Business.

### Total Length

59 weeks

### Study Weeks

48 weeks

### Mode of delivery

- 20 hours per week face to face
  - Each study week - 8 hours of lecture-based activities, 4 hours of tutorial / discussions (with assessments being completed in the final week as necessary), 4 hours of hands on – practical exercises (with assessments being completed in the final week as necessary) and 4 hours of directed learning opportunities.
  - Depending on your previous skills and knowledge, classes will be made available in the 'break' weeks, on a Tuesday and Wednesday.

### Entry requirement

- IELTS 5.5 equivalent / Upper-Intermediate English level
- Successful completion of Year 12 or equivalent
- Minimum 18 years of age

### Existing Skills, Knowledge and Experience

This course is ideally suited for someone who

- Some business experience. This may not necessarily be in an office environment, but students are expected to have a work history they can draw on to help them in their answers.
- They may have completed a prior business qualification; although not a pre-requisite, we advise starting with a lower level qualification if they have not had substantial business experience.

You can take our assessment [previous skills and knowledge assessment here](#)

## Recognition of prior learning / credit transfer

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
  - Information on units that may cross over with this course from other course we offer can be found [here](#)
1. BSBCRT511 Develop critical thinking in others
  2. BSBOPS502 Manage business operational plans
  3. BSBLDR523 Lead and manage effective workplace relationships
  4. BSBTWK502 Manage team effectiveness
  5. BSBFIN501 Manage budgets and financial plans
  6. BSBOPS501 Manage business resources
  7. BSBSUS511 Develop workplace policies and procedures for sustainability
  8. BSBXCM501 Lead communication in the workplace
  9. BSBOPS503 Develop administrative systems
  10. BSBTWK503 Manage meetings
  11. BSBPEF501 Manage personal and professional development
  12. BSBHRM525 Manage recruitment and onboarding



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## BSB60120 Advanced Diploma of Business

(BSB60120 / CRICOS: 103333M)

### Qualification overview

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

skills and knowledge that they would like to develop in order to create further educational and employment opportunities. Upon completion, candidates would be able to go on to study Bachelor Degree in Business or Advanced Diploma in Business.

### Total Length

59 weeks

### Study Weeks

50 weeks

### Mode of delivery

- 20 hours per week face to face
  - Each study week - 8 hours of lecture-based activities, 4 hours of tutorial / discussions (with assessments being completed in the final week as necessary), 4 hours of hands on – practical exercises (with assessments being completed in the final week as necessary) and 4 hours of directed learning opportunities.
  - Depending on your previous skills and knowledge, classes will be made available in the 'break' weeks, on a Tuesday and Wednesday.

### Entry requirement

- IELTS 5.5 equivalent / Upper-Intermediate English level
- Successful completion of Year 12 or equivalent
- Minimum 18 years of age

### Existing Skills, Knowledge and Experience

Students must either have vocational experience having previously completed a Diploma or Advanced Diploma from the BSB Training package or who possess sound business skills and knowledge with a minimum of 2 years full-time equivalent experience in an appropriate role.

### Recognition of prior learning / credit transfer

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
  - Information on units that may cross over with this course from other course we offer can be found [here](#)
1. BSBCRT611 Apply critical thinking for complex problem solving
  2. BSBOPS601 Develop and implement business plans
  3. BSBSUS601 Lead corporate social responsibility
  4. BSBFIN601 Manage organisational finances
  5. BSBTEC601 Review organisational digital strategy
  6. BSBLDR601 Lead and manage organisational change
  7. BSBSTR601 Manage innovation and continuous improvement
  8. BSBWHS521 Ensure a safe workplace for a work area
  9. BSBCRT511 Develop critical thinking in others
  10. BSBLDR602 Provide leadership across the organisation



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## BSB60420 Advanced Diploma of Leadership and Management

(BSB60420 / CRICOS: 103334K)

### Qualification overview

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

skills and knowledge that they would like to develop in order to create further educational and employment opportunities. Upon completion, candidates would be able to go on to study Bachelor Degree in Business or Advanced Diploma in Business.

### Total Length

59 weeks

### Study Weeks

50 weeks

### Mode of delivery

- 20 hours per week face to face
  - Each study week - 8 hours of lecture-based activities, 4 hours of tutorial / discussions (with assessments being completed in the final week as necessary), 4 hours of hands on – practical exercises (with assessments being completed in the final week as necessary) and 4 hours of directed learning opportunities.
  - Depending on your previous skills and knowledge, classes will be made available in the 'break' weeks, on a Tuesday and Wednesday.

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### Entry requirement

- IELTS 5.5 equivalent / Upper-Intermediate English level
- Successful completion of Year 12 or equivalent
- Minimum 18 years of age

### Existing Skills, Knowledge and Experience

Students must either have vocational experience having previously completed a Diploma or Advanced Diploma from the BSB Training package or who possess sound business skills and knowledge with a minimum of 2 years full-time equivalent experience in an appropriate role.

### Recognition of prior learning / credit transfer

- You will be given the opportunity to reduce your course length through recognition of prior learning or transferring credit from previously completed courses
- Information on units that may cross over with this course from other course we offer can be found [here](#)

1. BSBCRT611 Apply critical thinking for complex problem solving
2. BSBOPS601 Develop and implement business plans
3. BSBSUS601 Lead corporate social responsibility
4. BSBFIN601 Manage organisational finances
5. BSBLDR601 Lead and manage organisational change
6. BSBSTR601 Manage innovation and continuous improvement
7. BSBCRT511 Develop critical thinking in others
8. BSBLDR602 Provide leadership across the organisation
9. BSBCMM511 Communicate with influence
10. BSBPEF501 Manage personal and professional development

# VET Courses Start Dates

	Certificate I in Retail Services		Certificate II in Retail Services		Certificate III in Retail		Certificate II in Business		Certificate II in Business		Certificate III in Business		Certificate III in Business		Certificate III in Tourism		Certificate IV in Customer Engagement		Certificate IV in Customer Engagement		Diploma of Business	
	15weeks		35weeks		47weeks		Extensive 47weeks		Intensive 23weeks		Extensive 55weeks		Intensive 27weeks		47weeks		Extensive 63weeks		Intensive 31weeks		54weeks	
	096424D-SIR10116		096426B-SIR20216		096428M-SIR30216		086792G-BSB20115		086792G-BSB20115		086831E-BSB30115		086831E-BSB30115		096429K-SIT30116		093424F-BSB40315		093424F-BSB40315		095122D-BSB50215	
	START	END	START	END	START	END	START	END	START	END	START	END	START	END	START	END	START	END	START	END	START	END
2021	4-Jan	16-Apr	4-Jan	3-Sep	18-Jan	10-Dec	4-Jan	11-Jun	4-Jan	6-Aug	18-Jan	4-Feb	18-Jan	23-Jul	18-Jan	10-Dec	4-Jan	18-Mar	4-Jan	6-Aug	8-Feb	18-Feb
	1-Feb	14-May	1-Feb	1-Oct	15-Feb	7-Jan	1-Feb	9-Jul	1-Feb	3-Sep	15-Feb	4-Mar	15-Feb	20-Aug	15-Feb	7-Jan	1-Feb	15-Apr	1-Feb	3-Sep	29-Mar	8-Apr
	1-Mar	11-Jun	1-Mar	29-Oct	15-Mar	4-Feb	1-Mar	6-Aug	1-Mar	1-Oct	15-Mar	1-Apr	15-Mar	17-Sep	15-Mar	4-Feb			1-Mar	1-Oct		
	29-Mar	9-Jul	29-Mar	26-Nov	12-Apr	4-Mar	29-Mar	3-Sep	29-Mar	29-Oct			12-Apr	15-Oct	12-Apr	4-Mar			29-Mar	29-Oct		
	26-Apr	6-Aug	26-Apr	24-Dec	10-May	1-Apr	26-Apr	1-Oct	26-Apr	26-Nov			10-May	12-Nov	10-May	1-Apr			26-Apr	26-Nov		
	24-May	3-Sep	24-May	21-Jan	7-Jun	29-Apr	24-May	29-Oct	24-May	24-Dec			7-Jun	10-Dec	7-Jun	29-Apr			24-May	24-Dec		
	21-Jun	1-Oct	21-Jun	18-Feb	5-Jul	27-May			21-Jun	21-Jan			5-Jul	7-Jan	5-Jul	27-May			21-Jun	21-Jan		
	19-Jul	29-Oct	19-Jul	18-Mar	2-Aug	24-Jun			19-Jul	18-Feb			2-Aug	4-Feb	2-Aug	24-Jun			19-Jul	18-Feb		
	16-Aug	26-Nov	16-Aug	15-Apr	30-Aug	22-Jul			16-Aug	18-Mar			30-Aug	4-Mar	30-Aug	22-Jul			16-Aug	18-Mar		
	13-Sep	24-Dec	13-Sep	13-May	27-Sep	19-Aug			13-Sep	18-Feb			27-Sep	1-Apr	27-Sep	19-Aug			13-Sep	15-Apr		
	11-Oct	21-Jan	11-Oct	10-Jun	25-Oct	16-Sep			11-Oct	18-Mar					25-Oct	16-Sep						
	8-Nov	18-Feb	8-Nov	8-Jul	22-Nov	14-Oct			8-Nov	15-Apr					22-Nov	14-Oct						
	6-Dec	18-Mar	6-Dec	5-Aug	20-Dec	11-Nov									20-Dec	11-Nov						
2022	3-Jan	15-Apr	3-Jan	2-Sep	17-Jan	9-Dec									17-Jan	9-Dec						
	31-Jan	13-May	31-Jan	30-Sep	14-Feb	6-Jan									14-Feb	6-Jan						
	28-Feb	10-Jun	28-Feb	28-Oct	14-Mar	3-Feb									14-Mar	3-Feb						
	28-Mar	8-Jul	28-Mar	25-Nov	11-Apr	3-Mar									11-Apr	3-Mar						
	25-Apr	5-Aug	25-Apr	23-Dec	9-May	31-Mar									9-May	31-Mar						
	23-May	2-Sep	23-May	20-Jan	6-Jun	28-Apr									6-Jun	28-Apr						
	20-Jun	30-Sep	20-Jun	17-Feb	4-Jul	26-May									4-Jul	26-May						
	18-Jul	28-Oct	18-Jul	17-Mar	1-Aug	23-Jun									1-Aug	23-Jun						
	15-Aug	25-Nov	15-Aug	14-Apr	29-Aug	21-Jul									29-Aug	21-Jul						
	12-Sep	23-Dec	12-Sep	12-May	26-Sep	18-Aug									26-Sep	18-Aug						
	10-Oct	20-Jan	10-Oct	9-Jun	24-Oct	15-Sep									24-Oct	15-Sep						
	7-Nov	17-Feb	7-Nov	7-Jul	21-Nov	13-Oct									21-Nov	13-Oct						
	5-Dec	17-Mar	5-Dec	4-Aug	19-Dec	10-Nov									19-Dec	10-Nov						
	Certificate II in Workplace Skills		Certificate II in Workplace Skills		Certificate III in Business (Customer Engagement)		Certificate III in Business (Customer Engagement)		Certificate IV in Business (Leadership)		Certificate IV in Business (Leadership)		Diploma of Business		Diploma of Leadership and Management		Advanced Diploma of Business		Advanced Diploma of Leadership and Management			
	Intensive 27weeks		Extensive 55weeks		Intensive 27weeks		Extensive 55weeks		Intensive 31weeks		Extensive 63weeks		59weeks		59weeks		59weeks		59weeks			
	103327J-BSB20120		103327J-BSB20120		103328H-BSB30120		103328H-BSB30120		103329G-BSB40120		103329G-BSB40120		103332A-BSB50120		103331B-BSB50420		103333M-BSB60120		103334K-BSB60420			
2021	START	END	START	END	START	END	START	END	START	END	START	END	START	END	START	END	START	END	START	END		
	11-Oct	21-Jan	21-Jun	8-Jul	25-Oct	29-Apr	12-Apr	29-Apr	11-Oct	13-May	1-Mar	13-May	17-May	1-Jul	21-Jun	5-Aug	26-Apr	10-Jun	26-Apr	10-Jun		
	8-Nov	18-Feb	19-Jul	5-Aug	22-Nov	27-May	10-May	27-May	8-Nov	10-Jun	29-Mar	10-Jun	21-Jun	5-Aug	26-Jul	9-Sep	7-Jun	22-Jul	7-Jun	22-Jul		
	6-Dec	18-Mar	16-Aug	2-Sep	20-Dec	24-Jun	7-Jun	24-Jun	6-Dec	8-Jul	26-Apr	8-Jul	26-Jul	9-Sep	30-Aug	14-Oct	19-Jul	2-Sep	19-Jul	2-Sep		
			13-Sep	30-Sep			5-Jul	22-Jul			24-May	5-Aug	30-Aug	14-Oct	4-Oct	18-Nov	30-Aug	14-Oct	30-Aug	14-Oct		
			11-Oct	28-Oct			2-Aug	19-Aug			21-Jun	2-Sep	4-Oct	18-Nov	8-Nov	23-Dec	11-Oct	25-Nov	11-Oct	25-Nov		
			8-Nov	25-Nov			30-Aug	16-Sep			19-Jul	30-Sep	8-Nov	23-Dec	13-Dec	27-Jan	22-Nov	6-Jan	22-Nov	6-Jan		
			6-Dec	23-Dec			27-Sep	14-Oct			16-Aug	28-Oct	13-Dec	27-Jan								
							25-Oct	11-Nov			13-Sep	25-Nov										
							22-Nov	9-Dec			11-Oct	23-Dec										
						20-Dec	6-Jan			8-Nov	20-Jan											
										6-Dec	17-Feb											
2022	3-Jan	15-Apr	3-Jan	20-Jan	17-Jan	22-Jul	17-Jan	3-Feb	3-Jan	5-Aug	3-Jan	17-Mar	17-Jan	3-Mar	17-Jan	3-Mar	3-Jan	17-Feb	3-Jan	17-Feb		
	31-Jan	13-May	31-Jan	17-Feb	14-Feb	19-Aug	14-Feb	3-Mar	31-Jan	2-Sep	31-Jan	14-Apr	21-Feb	7-Apr	21-Feb	7-Apr	14-Feb	31-Mar	14-Feb	31-Mar		
	28-Feb	10-Jun	28-Feb	17-Mar	14-Mar	16-Sep	14-Mar	31-Mar	28-Feb	30-Sep	28-Feb	12-May	28-Mar	12-May	28-Mar	12-May	28-Mar	12-May	28-Mar	12-May		
	28-Mar	8-Jul	28-Mar	14-Apr	11-Apr	14-Oct	11-Apr	28-Apr	28-Mar	28-Oct	28-Mar	9-Jun	2-May	16-Jun	2-May	16-Jun	9-May	23-Jun	9-May	23-Jun		
	25-Apr	5-Aug	25-Apr	12-May	9-May	11-Nov	9-May	26-May	25-Apr	25-Nov	25-Apr	7-Jul	6-Jun	21-Jul	6-Jun	21-Jul	20-Jun	4-Aug	20-Jun	4-Aug		
	23-May	2-Sep	23-May	9-Jun	6-Jun	9-Dec	6-Jun	23-Jun	23-May	23-Dec	23-May	4-Aug	11-Jul	25-Aug	11-Jul	25-Aug	1-Aug	15-Sep	1-Aug	15-Sep		
	20-Jun	30-Sep	20-Jun	7-Jul	4-Jul	6-Jan	4-Jul	21-Jul	20-Jun	20-Jan	20-Jun	1-Sep	15-Aug	29-Sep	15-Aug	29-Sep	12-Sep	27-Oct	12-Sep	27-Oct		
	18-Jul	28-Oct	18-Jul	4-Aug	1-Aug	3-Feb	1-Aug	18-Aug	18-Jul	17-Feb	18-Jul	29-Sep	19-Sep	3-Nov	19-Sep	3-Nov	24-Oct	8-Dec	24-Oct	8-Dec		
	15-Aug	25-Nov	15-Aug	1-Sep	29-Aug	3-Mar	29-Aug	15-Sep	15-Aug	17-Mar	15-Aug	27-Oct	24-Oct	8-Dec	24-Oct	8-Dec	5-Dec	19-Jan	5-Dec	19-Jan		
	12-Sep	23-Dec	12-Sep	29-Sep	26-Sep	31-Mar	26-Sep	13-Oct	12-Sep	14-Apr	12-Sep	24-Nov	28-Nov	12-Jan	28-Nov	12-Jan						
	10-Oct	20-Jan	10-Oct	27-Oct	24-Oct	28-Apr	24-Oct	10-Nov	10-Oct	12-May	10-Oct	22-Dec										
	7-Nov	17-Feb	7-Nov	24-Nov	21-Nov	26-May	21-Nov	8-Dec	7-Nov	9-Jun	7-Nov	19-Jan										
	5-Dec	17-Mar	5-Dec	22-Dec	19-Dec	23-Jun	19-Dec	5-Jan	5-Dec	7-Jul	5-Dec	16-Feb										