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www.collinsacademy.edu.au



RTO: 45270
CRICOS: 03645E
ABN: 64613880498

Project Management

BSB40920 Certificate IV in Project Management Practice
BSB50820 Diploma of Project Management

Business and Management

BSB50420 Diploma of Leadership and Management
BSB60420 Advanced Diploma of Leadership and Management
BSB80120 Graduate Diploma of Management (Learning)

BSB40920 Certificate IV in Project Management Practice

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday






Course Description

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.



Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations.

Entry Requirements



-  Students must be a minimum age of 18 years or above at the time of course commencement.
-  To enter this qualification, applicants should have successfully completed an Australian Year 12 (or an international secondary school year which is equivalent to Australian Year 12) with satisfactory results.
-  To enter this qualification, applicants must also meet English Language Requirements – IELTS (Academic) overall score of 5.5 or TOEFL IBT 46 or Cambridge English Advanced (CAE) 162 or PTE Academic 42 or equivalent. English language competence can also be demonstrated through documented evidence.

Qualifications Pathway

Students who complete this course may wish to continue their education into a range of Diploma qualifications, such as :

-  **BSB50820 Diploma of Project Management**
-  **Diploma of Leadership and Management**

Additionally, all applicants are required to:

-  Complete Pre-Training Review
-  Complete an LLN assessment - diagnostic process to identify if prospective student requires LLN support.

*Note: Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.



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BSB50820 Diploma of Project Management

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



Course Description

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.




Qualifications Pathway

Students who complete this course may wish to continue their education into a range of Advanced Diploma qualifications, such as :



 **BSB60420 Advanced Diploma of Leadership and Management**

 **Advanced Diploma of Project Management**

Entry Requirements

-  Students must be a minimum age of 18 years or above at the time of course commencement.
-  To enter this qualification, applicants should have successfully completed BSB40920 Certificate IV in Project Management Practice. Additionally, applicants should have successfully completed an Australian Year 12 (or an international secondary school year which is equivalent to Australian Year 12) with satisfactory results, OR Minimum of 6 months experience in an administration or project role.
-  To enter this qualification, applicants must also meet English Language Requirements – IELTS (Academic) overall score of 5.5 or TOEFL IBT 46 or Cambridge English Advanced (CAE) 162 or PTE Academic 42 or equivalent. English language competence can also be demonstrated through documented evidence.

Additionally, all applicants are required to:

-  Complete Pre-Training Review
-  Complete an LLN assessment - diagnostic process to identify if prospective student requires LLN support.

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BSB50420 Diploma of Leadership and Management

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



Course Description

The BSB50420 Diploma of Leadership and Management empowers emerging leaders across a range of industries with the knowledge and practical skills to help grow their organisations strategically.

Students at this level are growing their initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support their teams to hit the major strategic targets of their organisation.





Qualifications Pathway

After successfully completing BSB50420 Diploma of Leadership and Management, students may apply for:



 **BSB60420 Advanced Diploma of Leadership and Management**

 **Bachelor of Business**

Entry Requirements

-  Must be of a minimum age of 18+ at the time of course commencement.
-  Satisfactorily complete a minimum of year 12 or equivalent.
-  English Language Requirements – IELTS (Academic) overall score of 5.5 or TOEFL IBT 46 or Cambridge English Advanced (CAE) 162 or PTE Academic 42 or equivalent.
-  Applicants without the required IELTS or equivalent score may undertake the Language Literacy and Numeracy (LLN) assessment online to achieve a result of ACSF level 3 to meet Hilton's English Language entry requirement.

Additionally, all applicants are required to:

-  Complete Pre-Training Review
-  Complete an LLN assessment - diagnostic process to identify if prospective student requires LLN support.

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BSB60420 Advanced Diploma of Leadership and Management

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



Course Description

The BSB60420 Advanced Diploma of Leadership and Management exposes leaders and managers to a wide range of innovative practices in modern organisations. Apply insights across a broad spectrum of enterprise and industry.





Students develop the initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes.

Qualifications Pathway



After successfully completing BSB60420 – Advanced Diploma of Leadership and Management, students may apply for:

-  **BSB80120 Graduate Diploma of Management (Learning)**
-  **Bachelor of Management**
-  **Bachelor of Business**

Entry Requirements

-  Must be of a minimum age of 18+ at the time of course commencement.
-  Satisfactorily complete a minimum of year 12 or equivalent.
-  English Language Requirements – IELTS (Academic) overall score of 5.5 or TOEFL IBT 46 or Cambridge English Advanced (CAE) 162 or PTE Academic 42 or equivalent.
-  Applicants without the required IELTS or equivalent score may undertake the Language Literacy and Numeracy (LLN) assessment online to achieve a result of ACSF level 3 to meet Hilton's English Language entry requirement.

Additionally, all applicants are required to:

-  Complete Pre-Training Review
-  Complete an LLN assessment - diagnostic process to identify if prospective student requires LLN support.

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BSB80120 Graduate Diploma of Management (Learning)

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



Course Description

The BSB80120 – Graduate Diploma of Management (Learning) equips graduates with specialised knowledge and skills in the field of organisational learning and capability development. Throughout the course, students integrate various sources of data with their own professional experience to generate and evaluate complex ideas.

Qualifications Pathway

After successfully completing BSB80120 Graduate Diploma of Management (Learning), students may apply for:

 **Master of Accounting**





 **Master of Business (HRM)**

 **Master of Business (Marketing)**



 **Master of Economists**

 **Master of Finance**

Entry Requirements

-  Must be of a minimum age of 18+ at the time of course commencement.
-  Satisfactorily complete a minimum of year 12 or equivalent.
-  Completed a Diploma qualification and/or above OR at least 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
-  English Language Requirements – IELTS (Academic) overall score of 5.5 or TOEFL IBT 46 or Cambridge English Advanced (CAE) 162 or PTE Academic 42 or equivalent, or may undertake the Language Literacy and Numeracy (LLN) assessment online to achieve a result of ACSF level 3 to meet Collins's English Language entry requirement.

Additionally, all applicants are required to:

-  Complete Pre-Training Review
-  Complete an LLN assessment - diagnostic process to identify if prospective student requires LLN support.

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