



Course Options

~ Making a difference in your career ~



Delivering quality education for 35 years

SELC Career College is committed to delivering quality training and assessment. Our trainers are experienced in delivering training to adult learners and will deliver engaging classes to make sure you make strong academic progress. They also maintain industry skills so that they can bring you the latest developments and ensure you have the skills to be job ready.



Possible Fields of Study

Business & Administration

- Certificate III & Diploma

Leadership & Management

- Certificate IV, Diploma & Adv. Diploma






Project & Program Management

- Certificate IV, Diploma & Adv. Diploma






Excellent student support

Your trainers will be happy to answer your questions about your course but we understand that sometimes our learners need a little extra support. That's why we have academic counsellors available five days a week to meet you face to face or virtually. We also offer free English on Fridays to support you in the development of your English skills for vocational studies.

Ideal location in the city centre

-  4-minute to from Sydney's premier shopping centre
-  2-minute to from the main train station
-  5-minute to from Darling Harbour
-  5-minutes by train to the Opera House
-  Close to city centre cafes and cinemas

Bright & modern premises

-  Bright, large and well-equipped classrooms
-  2 comfortable student common rooms
-  Chill spaces for quiet learning, reading or relaxing
-  Kitchen and dining area
-  Free WiFi throughout the building



Overview of Courses

	<i>Business and Administration</i>	<i>Leadership and Management</i>	<i>Project and Program Management</i>
<i>Cert III</i>	<i>Certificate III in Business Administration</i> 3 terms		
<i>Cert IV</i>		<i>Certificate IV in Leadership and Management</i> 3 terms	<i>Certificate IV in Project Management Practice</i> 3 terms
<i>Diploma</i>	<i>Diploma of Business</i> 4 terms	<i>Diploma of Leadership and Management</i> 4 terms	<i>Diploma of Project Management</i> 4 terms
<i>Advanced Diploma</i>		<i>Advanced Diploma of Leadership and Management</i> 4 terms	<i>Advanced Diploma of Program Management</i> 4 terms

Business & Administration

BSB30415 Certificate III in Business Administration
BSB50215 Diploma of Business

Course Description

Business Administration is the process of managing a business or non-profit organisation, so that it remains stable and continues to grow. With SELC's Business programs, you can learn fundamental administrative skills that will make you a valuable member of an office team. Students will be equipped with the skills needed to succeed in Business Administration and office-based roles, both in Australia and internationally.

Career Opportunities

The skills gained in SELC's Business courses are transferrable across many jobs and industries. Potential career opportunities relevant to this qualification include:

- Administrative Assistant
- Office Administrator Assistant
- Junior Personal Assistant
- Receptionist
- Accounts Clerk
- Accounts Payable Clerk

Business & Administration Sample Timetable

☀ Time	Wednesdays	Thursdays
7:30 AM - 8:30 AM	Lecture	Supported Learning (padlet)
8:30 AM - 12:30 PM		
12:30 PM - 12:45 PM	Break	Break
12:45 PM - 2:30 PM	Supported Learning (tutorial)	Supported Learning (padlet)

🌙 Time	Wednesdays	Thursdays
3:00 PM - 4:45 PM	Supported Learning (tutorial)	Supported Learning (padlet)
4:45 PM - 5:00 PM	Break	Break
5:00 PM - 6:00 PM	Lecture	Supported Learning (padlet)
6:00 PM - 10:00 PM		

*SELC reserves the right to update or modify timetables at any time without prior notice.



Course Calendar

Terms	2021	2022	2023
Term 1	25 Jan to 26 Mar	24 Jan to 25 Mar	30 Jan to 31 Mar
Break	3-week break	4-week break	3-week break
Term 2	19 Apr to 18 Jun	26 Apr to 24 Jun	24 Apr to 23 Jun
Break	3-week break	3-week break	3-week break
Term 3	12 Jul to 10 Sep	18 Jul to 16 Sep	17 Jul to 15 Sep
Break	3-week break	3-week break	3-week break
Term 4	5 Oct to 3 Dec	10 Oct to 9 Dec	9 Oct to 8 Dec
Break	7-week break	7-week break	7-week break

Important Information

Business & Administration - Timetable Availability

BSB30415 Certificate III in Business Administration ☀🌙

BSB50215 Diploma of Business 🌙

Course Duration

🌐 BSB30415 Certificate III in Business Administration

3 terms - Approximately 9 months

🌐 BSB50215 Diploma of Business

4 terms - Approximately 12 months

Entry Requirements

- 1 – Year 12 or equivalent and above; and
- 2 – IELTS 5.5 or equivalent and above.

Course Delivery

Blended: Face-to-face tuition and integrated eLearning

Campus Location

495 Kent Street
Sydney NSW 2000

P: +61 2 9267 5688 E: info@selc.edu.au



CRICOS provider code: 00051M RTO ID: 91721 SELC Australia Pty Ltd ABN 34 051 281 380

Qualification Structure & Course Content

This qualification applies to a range of work-based roles in varied contexts. Individuals gaining these skills can conduct meetings, coordinate work-based activities, establish support-based activities and identify work opportunities.

BSB30415 Certificate III in Business Administration

Module	Unit of Competency
Business Communication	BSBITU307 Develop keyboarding speed and accuracy
	BSBITU313 Design and produce digital text documents
	BSBADM302 Produce texts from notes
	BSBWRT301 Write simple documents
	BSBADM307 Organise schedules
Business Computing	BSBITU314 Design and produce spreadsheets
	BSBITU312 Create electronic presentations
	BSBITU309 Produce desktop published documents
	BSBITU306 Design and produce business documents
Customer Service	BSBWH5201 Contribute to health and safety of self and others
	BSBPRO301 Recommend products and services
	BSBCUS301 Deliver and monitor a service to customers
	BSBMM301 Process customer complaints

BSB50215 Diploma of Business

Module	Unit of Competency
Manage the workplace	BSBADM502 Manage meetings
	BSBHRM513 Manage workforce planning
Coordinate advertising & manage activities	BSBADV503 Coordinate advertising research
	BSBPUB503 Manage fundraising and sponsorship activities
Manage & establish systems	BSBINN501 Establish systems that support innovation
	BSBINM501 Manage an information or knowledge management system
Analyse marketing opportunities & mix	BSBMKG501 Identify and evaluate marketing opportunities
	BSBMKG502 Establish and adjust the marketing mix

Pathways from the Qualification

Upon successful completion of the Business Administration courses, students may gain employment in the Business industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

MAKING A DIFFERENCE IN YOUR CAREER

Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

Exit Point/Award

BSB30415 Certificate III in Business Administration (AQF – Level 3) and BSB50215 Diploma of Business (AQF – Level 5) are both nationally recognised qualifications under the Australian Qualifications Framework (AQF).



“When I started at SELC, I instantly knew that I had made the right choice. From the first day, I could see that this course would change my career and would successfully put me on the right path to my plan of starting my own business. I will start my company even before I complete the course, and I must thank SELC for that.”

Mariel Ouriquez
Chile

Leadership & Management

BSB42015 Certificate IV in Leadership and Management

BSB51918 Diploma of Leadership and Management

BSB61015 Advanced Diploma of Leadership and Management

Course Description

Leadership and Management courses are suitable for those who aim to work as leaders and managers in a range of enterprise and industry contexts. Leadership and Management allows people to assume responsibility for their own performance as well as provide leadership, guidance and support for others. At the Diploma and Advanced Diploma level, individuals will display initiative and judgement for planning, organising, implementing and monitoring a variety of workloads to meet the organisational requirements.

Career Opportunities

The skills gained in SELC's Leadership and Management courses are transferable across many jobs and industries. Potential career opportunities relevant to this qualification include:

- Leading Hand
- Team Leader
- Sales Team Coordinator
- Business or Sales Team Manager

Sample Timetable

☀ Time	Wednesdays	Thursdays
7:30 AM - 8:30 AM	Lecture	Supported Learning (padlet)
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12:30 PM - 12:45 PM	Break	Break
12:45 PM - 2:30 PM	Supported Learning (tutorial)	Supported Learning (padlet)

🌙 Time	Wednesdays	Thursdays
3:00 PM - 4:45 PM	Supported Learning (tutorial)	Supported Learning (padlet)
4:45 PM - 5:00 PM	Break	Break
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6:00 PM - 10:00 PM		

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☀ Daytime 🌙 Evening

Course Calendar

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Term 3	12 Jul to 10 Sep	18 Jul to 16 Sep	17 Jul to 15 Sep
Break	3-week break	3-week break	3-week break
Term 4	5 Oct to 3 Dec	10 Oct to 9 Dec	9 Oct to 8 Dec
Break	7-week break	7-week break	7-week break

Important Information

Leadership & Management - Timetable Availability

BSB42015 Certificate IV in Leadership and Management ☀🌙

BSB51918 Diploma of Leadership and Management ☀🌙

BSB61015 Advanced Diploma of Leadership and Management ☀🌙

Course Duration

🌐 **BSB42015 Certificate IV in Leadership and Management**

3 terms - Approximately 9 months

🌐 **BSB51918 Diploma of Leadership and Management**

4 terms - Approximately 12 months

🌐 **BSB61015 Advanced Diploma of Leadership and Management**

4 terms - Approximately 12 months

Entry Requirements

1 – Year 12 or equivalent and above; and

2 – IELTS 5.5 or equivalent and above.

Course Delivery

Blended: Face-to-face tuition and integrated eLearning

Campus Location

495 Kent Street
Sydney NSW 2000

P: +61 2 9267 5688 E: info@selc.edu.au

MAKING A DIFFERENCE IN YOUR CAREER

BSB42015 Certificate IV in Leadership and Management

Module	Unit of Competency
Research & implement a plan	BSBLDR402 Lead effective workplace relationships
	BSBMGT402 Implement operational plan
	BSBRES411 Analyse and present research information
	BSBINN301 Promote innovation in a team environment
Lead & mentor a team	BSBLDR403 Lead team effectiveness
	BSBWOR404 Develop work priorities
	TAEDEL404A Mentor in the workplace
	BSBCMM401 Make a presentation
Research & identify needs and opportunities	BSBLDR401 Communicate effectively as a workplace leader
	BSBCUS402 Address customer needs
	BSBINT401 Research international business opportunities
	BSBRISK401 Identify risk and apply risk management processes

BSB51918 Diploma of Leadership and Management

Module	Unit of Competency
Manage the workplace	BSBADM502 Manage meetings
	BSBHRM513 Manage workforce planning
Develop & lead a diverse team	BSBLDR511 Develop and use emotional intelligence
	BSBWOR502 Lead and manage team effectiveness
	BSBLDR502 Lead and manage effective workplace relationships
	BSBLDR504 Implement diversity in the workplace
Establish innovative & informative systems	BSBINN501 Establish systems that support innovation
	BSBINM501 Manage an information or knowledge management system
Plan & manage the project	BSBMGT517 Manage operational plan
	BSBFIM501 Manage budgets and financial plans
	BSBRISK501 Manage risk
	BSBPMG522 Undertake project work

BSB61015 Adv. Diploma of Leadership and Management

Module	Unit of Competency
Development & Leadership	BSBMGT615 Contribute to organisational development
	BSBMGT605 Provide leadership across the organisation
	BSBDIV601 Develop and implement diversity policy
Financial Planning	BSBRISK501 Manage risk
	BSBFIM601 Manage finances
	BSBHRM602 Manage human resources strategic planning
Innovation & Growth	BSBINN601 Lead and manage organisational change
	BSBMGT608 Manage innovation and continuous improvement
	BSBINM601 Manage knowledge and information
Business Strategy	BSBMKG609 Develop a marketing plan
	BSBMGT616 Develop and implement strategic plans
	BSBMGT617 Develop and implement a business plan

Qualification Structure & Course Content

This course provides students with a wide range of skills to analyse, design, plan, execute and evaluate management functions. Individuals at this level display initiative and judgement in planning, organising and implementing a workload. The range of courses cater for beginners, through to those who currently have experience working on the frontline of management.

Pathways from the Qualification

Upon successful completion of the Leadership and Management courses, students may gain employment in the Leadership and Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

Exit Point/Award

BSB42015 Cert. IV in Leadership and Management (AQF – Level 4), BSB51918 Dip. of Leadership and Management (AQF – Level 5) and BSB61015 Adv. Dip. of Leadership and Management (AQF – Level 6) are all nationally recognised qualifications under the Australian Qualifications Framework (AQF).

Project & Program Management

BSB41515 Certificate IV in Project Management Practice

BSB51415 Diploma of Project Management

BSB61218 Advanced Diploma of Program Management

Course Description

Project Management is suitable for individuals who are able to identify and apply project management skills and knowledge in a variety of contexts. Project managers work as part of a team using a range of project management tools and methodologies to support organisational or business activities.

Career Opportunities

The skills gained in SELC's Project and Program Management courses are transferrable across many jobs and industries. Potential career opportunities relevant to this qualification include:

- Contracts Officer
- Project Administrator
- Project Team Member or Manager
- Program Manager

Sample Timetable

☀ Time	Mondays	Tuesdays
7:30 AM - 8:30 AM	Lecture	Supported Learning (padlet)
8:30 AM - 12:30 PM		
12:30 PM - 12:45 PM	Break	Break
12:45 PM - 2:30 PM	Supported Learning (tutorial)	Supported Learning (padlet)

🌙 Time	Mondays	Tuesdays
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4:45 PM - 5:00 PM	Break	Break
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☀ Daytime 🌙 Evening

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Term 4	5 Oct to 3 Dec	10 Oct to 9 Dec	9 Oct to 8 Dec
Break	7-week break	7-week break	7-week break

Important Information

Project & Program Management - Timetable Availability

BSB41515 Certificate IV in Project Management Practice ☀🌙

BSB51415 Diploma of Project Management ☀🌙

BSB61218 Advanced Diploma of Program Management ☀🌙

Course Duration

🌐 BSB41515 Certificate IV in Project Management Practice

3 terms - Approximately 9 months

🌐 BSB51415 Diploma of Project Management

4 terms - Approximately 12 months

🌐 BSB61218 Advanced Diploma of Program Management

4 terms - Approximately 12 months

Course Delivery

Blended: Face-to-face tuition and integrated eLearning

Entry Requirements

- 1 – Year 12 or equivalent and above; and
- 2 – IELTS 5.5 or equivalent and above.
- 3 – Adv. Dip. PM: Have completed a Diploma of Project Management qualification or have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

Australian
Qualifications
Framework

NATIONALLY RECOGNISED
TRAINING

MAKING A DIFFERENCE IN YOUR CAREER

BSB41515 Certificate IV in Project Management Practice

Module	Unit of Competency
Project Initiation	BSBPMG409 Apply project scope management techniques
	BSBPMG417 Apply project life cycle management processes
	BSBPMG412 Apply project cost management techniques
Project Communication	BSBPMG411 Apply project quality management techniques
	BSBPMG418 Apply project stakeholder engagement techniques
	BSBCUE405 Survey stakeholders to gather and record information
Project Management	BSBPMG410 Apply project time management techniques
	BSBPMG413 Apply project human resources management approaches
	BSBPMG415 Apply project risk management techniques

BSB51415 Diploma of Project Management

Module	Unit of Competency
Fundamentals	BSBPMG519 Manage project stakeholder engagement
	BSBPMG511 Manage project scope
	BSBPMG521 Manage project integration
Teamwork	BSBWOR502 Lead and manage team effectiveness
	BSBPMG516 Manage project information and communication
	BSBPMG515 Manage project human resources
Governance	BSBPMG517 Manage project risk
	BSBMGT516 Facilitate continuous improvement
	BSBPMG520 Manage project governance
Resources	BSBPMG512 Manage project time
	BSBPMG513 Manage project quality
	BSBPMG514 Manage project cost

BSB61218 Advanced Diploma of Program Management

Module	Unit of Competency
Manage the Program	BSBPMG610 Enable program execution
	BSBPMG616 Manage program risk
	BSBMGT520 Plan and manage the flexible workforce
Engage & Lead the Program	BSBPMG621 Facilitate stakeholder engagement
	BSBPMG624 Engage in collaborative alliances
	BSBPMG617 Provide leadership for the program
Program Governance & Change	BSBPMG622 Implement program governance
	ICTICT602 Develop contracts and manage contracted performance
	BSBINN601 Lead and manage organisational change
Develop the Program	BSBPMG623 Manage benefits
	PSPMGT006 Develop a business case
	BSBFIM601 Manage finances

Qualification Structure & Course Content

This course allows students to practise applying skills needed to participate in a project management team. They will be exposed to a range of techniques that can be applied to individual aspects of projects, including human resources and risk management skills. The Diploma and Advanced Diploma provide further opportunities for students to learn about collaborating, implementing change and leading others.

Pathways from the Qualification

Upon successful completion of the Project & Program Management courses, students may gain employment in the Project Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

Exit Point/Award

BSB41515 Certificate IV in Project Management Practice (AQF – Level 4), BSB51415 Diploma of Project Management (AQF – Level 5) and BSB61218 Advanced Diploma of Project Management (AQF – Level 6) are all nationally recognised qualifications under the Australian Qualifications Framework (AQF).



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