GEORGE BROWN COLLEGE

OPPORTUNITY • MASTERY • CHALLENGE

SHAPE YOUR FUTURE

WELCOME

Thank you for considering George Brown College as your Registered Training Organisation to assist you in achieving your learning goals.

The decision to undertake study is an important one. Whether you are seeking to update or upgrade existing skills, or embarking on a new career, our team of friendly and dedicated staff is available to make your learning experience unique. To guide you through what is involved in studying with George Brown College, we have developed this student brochure. It sets out a range of processes and procedures that have been put in place to guarantee you receive consistent and high quality training and assessment.

We aim to provide you with the best facilities, trainers and support services to ensure that your learning experience meets and exceeds your expectations. I trust this student brochure provides you with the information you need to make an informed decision about studying with us. Please feel free to contact the Student Support Team if you have any questions.

Luciano D'Ambrosi
General Manager

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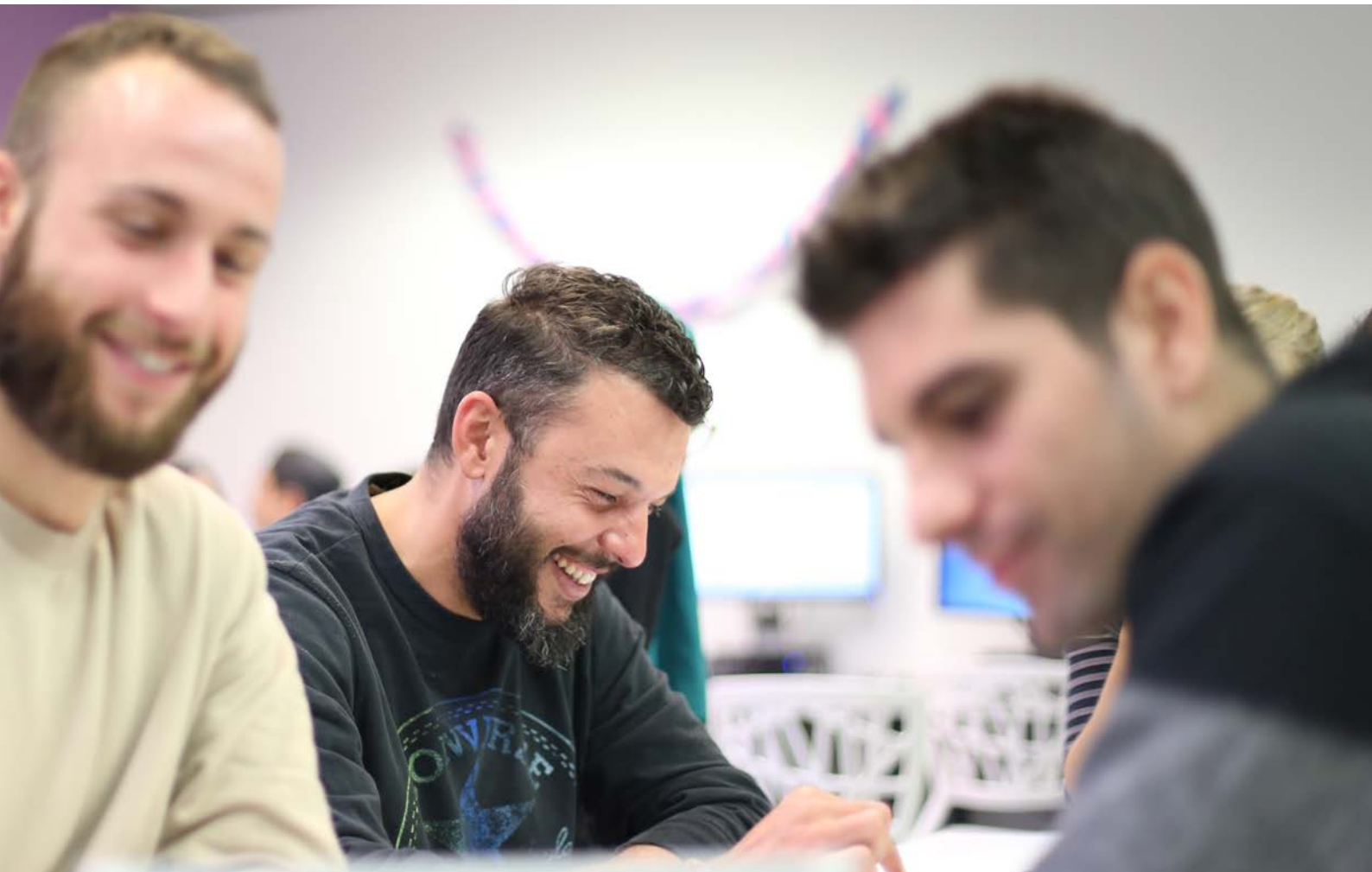


ABOUT US

George Brown College (GBC) (ABN 94 134 936 454; Provider 91707; CRICOS 03208D) is a Registered Training Organisation (RTO) located centrally within the Sydney CBD on Level 4, 56-58 York Street Sydney.

GBC is located right next to the Queen Victoria Building and is within walking distance from many local attractions, including cultural and historical places.

Some attractions include the Rocks and the Harbour Bridge, Sydney Opera House, The Royal Botanical Gardens, Darling Harbour, the State Library, Chinatown, Sydney Tower and Pitt Street Mall centres. Sydney has it all and it is all within a five minute train ride or walking distance from the College.

When you study at the College you can be confident that what you learn, how you learn it, measures up to rigorous national standards and meet all legislative requirements.

As a Registered Training Organisation, the College can deliver nationally recognised training qualifications and accredited courses supported by a quality assured curriculum, meeting Standards for Registered Training Organisations, National standarts for ELICOS providers and courses requirements and ESOS act. All improvement suggestions and complaints are identified and appropriately addressed and recorded.

A prime focus of the College is continuous improvement – this means we continually look for ways to improve student satisfaction through all parts of our training courses including orientation, training delivery, assessment, evaluation and support services.

The feedback and survey results that we receive from our stakeholders are used to improve the operations of the organisation. We continually upgrade our learning and assessment tools to keep it current with industry practice. We value your input, so if you ever have any suggestions please let us know.

LIVING IN AUSTRALIA

Sydney, the bustling city of life.

Sydney is the capital city of the state of New South Wales. Sydney is famed as a world class city with warm, sunny climate and its strong economy guarantees this place as the most popular choice for people moving to Australia.

Sydney is a large city with suburbs which are categorized into 4 areas; Sydney North, Sydney South, Sydney West and Sydney East. It has a population of 4.4 million.

The cost of living in Sydney is comparable to the USA, Western Europe and the United Kingdom. The average living cost for international students is approximately AU$18,800 to AU$22,000 per year.

Sydney loves to celebrate and hosts many free festivals throughout the year and free concerts in summer. Some celebrations include, Sydney Festival, Chinese New Year, Vivid Lights and Sounds Festival, Good Food Month as well as Christmas and New Years Eve celebrations.

LANGUAGE AND CULTURE

In Australia over 200 different languages and dialects are spoken including 45 indigenous languages. Sydney is one of the most multicultural cities in the world with approximately 40% of the population coming from overseas.

CLIMATE

Sydney enjoys a temperate climate with warm summers and mild winters. Sports and other outdoor activities are possible at all times of the year. There is on average around 300 days of sunshine!

PUBLIC TRANSPORT

GBC is located close to major transport lines. For schedules and connectivity of Trains & Buses please refer to the websites below.
www.sydneytrains.info
www.sydneybuses.info

FOR MORE INFO VISIT

LIVING IN AUSTRALIA
www.studyinaustralia.gov.au

NSW INFO
www.visitnsw.com

THINGS TO DO AND SEE IN SYDNEY
www.sydney.com

I have gained not only knowledge and experience but will also take away life skills taught to me by my tutor. I leave with excellent memories of my time at GBC and would recommend it to anyone wishing to go further in their education and study.

Jessica Smith

STUDENT SERVICES

Our friendly Student Services Officers are able to provide you with support in a number of areas:

ACADEMIC

Students are able to gain advice and support ensuring they maintain appropriate academic levels. All students' progress is monitored. Guidance and support are provided where no satisfactory results are identified.

TEXTBOOKS

Students are referred to a textbook for each unit. Class notes, and handouts are prepared from the referred text and provided to students. Students can borrow the text from the Library if they want.

LIBRARY BOOKS

The College has a modest library. Students wishing to borrow a book will need to leave a $100 cash deposit, refunded on the book's return*. The book can be borrowed for a maximum of 2 weeks and late return will incur $2 per day penalty adjusted from the paid deposit for the book.

PERSONAL/SOCIAL ISSUES

Students have access to the services of the Student Services Officer for a certain period of time during the day. It is advised that you see staff member during designated students services time.

ACCOMMODATION

GBC is able to refer students to appropriate accommodation services. Student will be paying accommodation fee according to the accommodation provider charges. GBC is always available to discuss any issues or concerns a student may have with their accommodation arrangements.

MEDICAL ISSUES

Our Student Services Officers can help you find medical professionals within easy access of the College. The BUPA website has an up to date specialist referral listing for international students.

SOCIAL PROGRAMS

Our staff will occasionally organise social events that allow all students enrolled to mingle and socialize. These events may range from cultural and sightseeing events, to dinners, excursions and sporting events. For upcoming events please refer to our website.

AIRPORT SERVICES

Please let us know if you would like GBC to arrange a pick-up service for you at the airport. There is a fee for this service. Please refer to our website for fee details.

FACILITIES

George Brown College has suitable facilities and resources and provides support and guidance in all areas of a Student's life.

CLASSROOMS

All classrooms are air-conditioned and furnished with appropriate classroom furniture and equipment for effective learning to take place. All classrooms are equipped with computers.

STUDENT AREA

The College provides a student kitchen and student area with a number of computers for students to access. This area also allows students to read library books, relax, meet others and converse. This area is also used as a spot to find information on social activities, rooms available to rent/share and other general information. Free tea and coffee is available for students in student kitchen area. Students can also buy snacks, drinks and coffee from vending machines available at the student area.

INTERNET AND COMPUTER ACCESS

Students are required to bring their own computers. There is shared access to computers and internet for students within the College. This use is limited to students subject to availability of computers. It will enable you to conduct research and access web based e-mails during your studies.

WORK HEALTH AND SAFETY

GBC complies with all relevant Workplace Health and Safety legislation. All College staff will actively take steps to identify hazards that could cause harm to students in the learning environment. Where possible, staff will take action to remove or control the hazards, and will report the hazard to the appropriate on-site personnel.

Where practicable, students must take responsibility for their own health and safety and that of their fellow students. This means students must follow all safety rules procedures and the instructions of College staff and advise staff of any hazards they identify.

INTERNSHIP PROGRAM

GBC has internship program where an appointment can be fixed with the consultant. Consultant helps students in preparing resumes, interviews and finding suitable internship for them in an organisation according to students' skills, knowledge and experience to give them experience in Australian work environment.

PRINTING

Students have printing facility at a very nominal charges.

COURSES

Courses for International & Domestic Students

George Brown College offers Nationally Recognised qualifications in the following disciplines:

- Leadership & Management
- Marketing & Communications
- Human Resources
- Accounting
- Business
- Project Management
- ELICOS

How will you be assessed?

Assessment may include the following methodologies:

- Interactive classroom activities
- Written reports
- Portfolio of evidence
- Case studies
- Project work
- RPL/Credit Transfer

"I have over 15 years' experience in the education industry which includes roles in the VET sector as a Trainer and Course Co-ordinator, in the Tertiary sector as a Lecturer and Lead Lecturer at a number of Universities both local and abroad. One of my favourite quotes is: "Never let someone tell you that your education is inferior or worthless, at the same time never let it define who you are, use it as an instrument, a platform to enrich yourself and others and always remember to be a human being above all else."

Miles Gooding, Academic Course Coordinator

I have studied at George Brown College for 1 year, just completed my Diploma of Marketing. It was a great experience, always well prepared trainers were there to answer my questions and to teach me new skills.

Marcin

Leadership and Management

BSB42415 Certificate IV in Leadership and Management

Completion of Certificate IV in Leadership and Management will qualify students to work in jobs including Accounts Clerk, Customer Service Advisor, Import/Export Clerk, Office Administrator and Student Services Officer.

BSB51915 Diploma of Leadership and Management

As a diploma student, you would acquire theoretical knowledge and managerial competencies to plan and evaluate your own work or the work of a team. The skills and knowledge learned will be used to be competent in the organisation.

BSB61015 Advanced Diploma of Leadership and Management

As an Advanced Diploma of Leadership and Management student, you will gain valuable insights and knowledge about a wide range of skills for starting up and managing a business effectively.

Who can enrol?

- Be 18 years or over at the time of enrolment
- Have an Upper Intermediate level attained from an English language proficiency test (IELTS 5.5, TOEFL 46-59, PTE 46) for Certificate IV and above courses. For exemptions please refer to our english entry requirement policy on our website.

CHOOSE YOUR QUALIFICATION

BSB42415 Certificate IV in Leadership and Management

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Communicate effectively as a workplace leader, lead effective workplace relationships, lead team effectiveness, Implement operational plan, report on financial activity, promote innovation in a team environment, implement and monitor WHS policies to meet legislative requirements, develop work priorities, make a presentation, address customer needs, promote products and services, organise meetings.

WHAT TO DO AFTER

- Diploma of Leadership & Management
- Diploma of Human Resources
- Diploma of Marketing and Communication

BSB51915 Diploma of Leadership and Management

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Develop and use emotional intelligence, manage operational plan, Lead and manage effective workplace relationships, lead and manage team effectiveness, manage quality customer service, undertake project work, manage risk, manage personal work priorities and professional development, manage meetings, develop and manage performance-management processes, manage workforce planning, Interpret market trends and developments.

WHAT TO DO AFTER

- Advanced Diploma of Leadership & Management
- A range of other Advanced courses

BSB61015 Advanced Diploma of Leadership and Management

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 104 weeks
- Study: 72 weeks
- Holidays: 32 weeks

WHAT YOU WILL LEARN?

Manage finances, lead and manage organisational change, provide leadership across the organization, develop and implement a business plan, develop and implement diversity policy, manage human resources strategic planning, manage innovation and continuous improvement, contribute to organisation development, develop and implement strategic plans, develop a marketing plan, develop organisational marketing objectives, manage the marketing process.

WHAT TO DO AFTER

Further training pathways from this qualification may lead to a relevant higher education based qualifications.

Marketing & Communications

BSB42015 Certificate IV in Marketing and Communications

This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts.

BSB52415 Diploma of Marketing and Communications

This qualification applies to individuals with a sound theoretical knowledge in marketing and communication and who demonstrate a range of managerial skills in the field of research, marketing and product development.

BSB61315 Advanced Diploma of Marketing and Communications

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing and communications activities of an organisation. You will gain knowledge and skills in analysing, designing and executing judgements using wide-ranging technical, creative, and conceptual frameworks.

Who can enrol?

- Be 18 years or over at the time of enrolment
- Have an Upper Intermediate level attained from an English language proficiency test (IELTS 5.5, TOEFL 46-59, PTE 46) for Certificate IV and above courses. For exemptions please refer to our english entry requirement policy on our website.
- Completed all core units in BSB42415 Certificate IV in Marketing and Communication to enrol in BSB52415 Diploma of Marketing and Communication and completed all core units of BSB52415 Diploma of Marketing and Communication to enrol in BSB 61315 Advanced Diploma of Marketing and Communication.

CHOOSE YOUR QUALIFICATION

BSB42015 Certificate IV in Marketing and Communications

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Make a presentation, profile the market, apply digital solutions to work processes, develop and apply knowledge of marketing communication industry, promote products and services, coordinate implementation of customer service strategies.

WHAT TO DO AFTER

- Diploma of Marketing & Communication
- Any other relevant Diploma level qualification

BSB52415 Diploma of Marketing and Communications

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Identify and evaluate marketing opportunities, establish and adjust the marketing mix, plan market research, interpret market trends and developments, implement and monitor marketing activities, design and develop an integrated marketing communication plan, develop a media plan, manage meetings.

WHAT TO DO AFTER

- Advanced Diploma of Marketing & Communication
- A range of other Advanced Diploma
- Apply to University

BSB61315 Advanced Diploma of Marketing and Communications

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 104 weeks
- Study: 72 weeks
- Holidays: 32 weeks

WHAT YOU WILL LEARN?

Manage the marketing process, manage market research, develop organisational marketing objectives, develop a marketing plan, lead and manage organisational change, manage innovation and continuous improvement, develop and implement strategic plan, develop and implement diversity policy.

WHAT TO DO AFTER

Further training pathways from this qualification may lead to a relevant higher education based qualifications.

Accounting

FNS40615 Certificate IV in Accounting

This qualification is ideal if you want to successfully land your first job in this exciting industry, start your own business, improve your existing job role or simply round out your skill set. You will learn how to prepare financial statements, apply professional practice and carry out business activity and instalment activity statement tasks.

FNS50215 Diploma of Accounting

This qualification covers duties such as maintaining accounting systems, reporting on business performance and preparing financial statements, which will provide you with the fundamentals needed to begin or advance in your accounting career.

FNS 60215 Advanced Diploma of Accounting

This qualification reflects the role of individuals working in accounting and seeking professional identification. You will apply theoretical and technical skills in a range of situations and display initiative and judgement in financial planning activities and have an understanding of all facets of a modern organisation's financial responsibilities.

Who can enrol?

- Be 18 years or over at the time of enrolment
- Have an Upper Intermediate level attained from an English language proficiency test (IELTS 5.5, TOEFL 46-59, PTE 46) for Certificate IV and above courses. For exemptions please refer to our english entry requirement policy on our website.

CHOOSE YOUR QUALIFICATION

FNS40615
Certificate IV in Accounting

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Prepare financial reports, Design and produce business documents, Process financial transactions and extract interim reports, Administer subsidiary accounts and ledgers, Prepare operational budgets, Prepare financial statements for non-reporting entities, Set up and operate a computerised accounting system, Carry out business activity and instalment activity statement tasks, Establish and maintain a payroll system, Apply principles of professional practice to work in the financial services industry, Perform financial calculations, Process business tax requirements, Make decisions in a legal context.

WHAT TO DO AFTER

- Diploma of Accounting
- Any other relevant Diploma level qualification

FNS50215
Diploma of Accounting

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Provide financial & business performance information, Prepare tax documentation for individuals, Manage budgets & forecasts, Prepare financial reports for corporate entities, Implement & maintain internal control procedures, Provide management accounting information, Prepare financial reports, Process financial transactions and extract interim reports, Establish & maintain accounting information systems, Administer subsidiary accounts and ledgers, Prepare financial statements for non-reporting entities.

WHAT TO DO AFTER

- Advanced Diploma of Accounting
- Any other relevant Diploma level qualifications

FNS60215
Advanced Diploma of Accounting

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 104 weeks
- Study: 72 weeks
- Holidays: 32 weeks

WHAT YOU WILL LEARN?

Monitor corporate governance activities, Apply economic principles to work in the financial services industry, Interpret and use financial statistics and tools, Prepare financial reports, Process financial transactions and extract interim reports, Provide financial & business performance information, Prepare tax documentation for individuals, Prepare financial reports for corporate entities, Implement and maintain internal control procedures, Prepare and administer tax documentation for legal entities, Manage finances, Lead and manage organisational change, Establish & maintain accounting information systems, Evaluate business performance.

WHAT TO DO AFTER

Further training pathways from this qualification may lead to a relevant higher education based qualifications.

CONVERSE
Chuck
Taylor

Business

Who can enrol?

• Be 18 years or over at the time of enrolment.
• Have an Intermediate level attained from an English language proficiency test (IELTS 4-5, TOEFL 32-45, PTE 38-42) for Certificate II and Certificate III. For exemptions please refer to our english entry requirement policy on our website.
• Have an Upper Intermediate level attained from an English language proficiency test (IELTS 5.5, TOEFL 46-59, PTE 46) for Certificate IV and above courses. For exemptions please refer to our english entry requirement policy on our website.

BSB20115 Certificate II in Business

This course is designed for students looking to advance their career within the business services sector. It will help you gain the knowledge required to develop work priorities, customer service, financial processes, marketing, make presentations, as well as organising meetings.

BSB30115 Certificate III in Business

This qualification gives you the necessary skills to work in varied roles across different industry sectors. You'll be skilled to apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. You will be able to provide technical advice and support to a team.

BSB40215 Certificate IV in Business

This course is designed for students looking to advance their career within the business services sector. It will help you gain the knowledge required to develop work priorities, customer service, financial processes, marketing, make presentations, as well as organising meetings.

BSB50215 Diploma of Business

This qualification gives you the necessary skills to start, run or manage any business. You'll get exposed to all the pillars of business from accounting, finance and marketing and human resources, learning how to manage meetings, lead projects and understand marketing and HR.

BSB60215 Advanced Diploma of Business

With this qualification you'll learn how to see more of the big picture in business being equipped with the technical and practical skills you need to think of great business strategies and innovative ideas for all kinds of businesses. You will learn a range of business functions and organisational development from marketing, advertising, HR planning and finance.

CHOOSE YOUR QUALIFICATION

BSB20115 Certificate II in Business

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 26 weeks
- Study: 18 weeks
- Holidays: 8 weeks

WHAT YOU WILL LEARN

Contribute to health and safety of self and others, Deliver a service to customers, Work effectively in a business environment, Process and maintain workplace information, Contribute to workplace innovation, Communicate in the workplace, Participate in environmentally sustainable work practices, Organise and complete daily work activities, Work effectively with others, Use business technology, Organise schedules, Work effectively with others.

WHAT TO DO AFTER

- Certificate III in Business
- Any other relevant Certificate III level qualifications

BSB30115 Certificate III in Business

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Apply knowledge of WHS legislation in the workplace, Maintain business resources, Process customer complaints, Deliver and monitor a service to customers, Work effectively with diversity, Maintain financial records, Contribute to effective workplace relationships, Organise workplace information, Promote innovation in a team environment, Implement and monitor environmentally sustainable work practices, Organise personal work priorities and development, Write simple documents.

WHAT TO DO AFTER

- Certificate IV in Business
- Any other relevant Certificate IV level

BSB40215 Certificate IV in Business

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Implement and monitor WHS policies, procedures and programs to meet legislative requirements, Organise meetings, Make a presentation, Address customer needs, Implement customer service standards, Report on financial activity, Promote innovation in a team environment, Promote products and services, Establish networks, Communicate effectively as a workplace leader.

WHAT TO DO AFTER

- Diploma of Business
- Any other relevant Diploma level qualifications

BSB50215 Diploma of Business

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Manage meetings, Manage human resources services, Identify and evaluate marketing opportunities, Establish and adjust the marketing mix, Plan market research, Undertake project work, Manage risk, Manage personal work priorities and professional development.

WHAT TO DO AFTER

- Advanced Diploma of Business
- Any other relevant Diploma level qualifications

BSB60215 Advanced Diploma of Business

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 104 weeks
- Study: 72 weeks
- Holidays: 32 weeks

WHAT YOU WILL LEARN?

Manage human resources strategic planning, Lead and manage organisational change, Manage the marketing process, Manage market research, Develop organisational marketing objectives, Manage finances, Manage innovation and continuous improvement, Develop and implement strategic plans.

WHAT TO DO AFTER

Further training pathways from this qualification may lead to a relevant higher education based qualifications.

Project Management

BSB41515 Certificate IV in Project Management

If you are an independent individual, seeking to work for yourself as a contract officer, or even be part of a team, working in small projects where you can identify and apply project management skills – this Course is for you.

BSB51415 Diploma of Project Management

This qualification gives you the necessary skills to advance your skills in project management, whether to find a new job, upskill in your current position or start a new career. It reflects the role of individuals who apply project management skills and knowledge to achieve project objectives.

Who can enrol?

- Be 18 years or over at the time of enrolment
- Have an Upper Intermediate level attained from an English language proficiency test (IELTS 5.5, TOEFL 46-59, PTE 46) for Certificate IV and above courses. For exemptions please refer to our english entry requirement policy on our website.

CHOOSE YOUR QUALIFICATION

BSB41515 Certificate IV in Project Management

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Apply project scope management techniques, Apply project time management techniques, Apply project quality management techniques, Apply project cost management techniques, Apply project human resources management approaches, Apply project information management and communications techniques, Apply project risk management techniques, Apply project procurement procedures, Apply project life cycle management processes.

WHAT TO DO AFTER

- Diploma of Project Management
- Any other relevant Diploma level qualifications

BSB51415 Diploma of Project Management

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Manage project scope, Manage project time, Manage project quality, Manage project cost, Manage project human resources, Manage project information and communication, Manage project risk, Manage project integration, Manage personal work priorities and professional development, Lead and manage team effectiveness, Manage project procurement, Manage project stakeholder engagement.

WHAT TO DO AFTER

- Advanced Diploma of Project Management
- Any other relevant Diploma level qualifications

Human Resources

BSB41015 Certificate IV in Human Resources

Successful candidates have opportunities for work across all HR functional areas in smaller companies or in business areas with potential titles including HR Assistant, HR Officer, Payroll Officer, HR Administrator.

BSB50615 Diploma of Human Resources

Gaining solid theoretical knowledge in human resources management, and managerial skills to realise potential job roles including Human Resources Adviser, Human Resources Consultant and Human Resources Manager.

BSB60915 Advanced Diploma of Human Resources

As an Advanced Diploma of Management (Human Resources) student, you will gain valuable insights and knowledge about a broad range of skills in providing leadership and strategic direction in the human resources activities of an organisation.

Who can enrol?

- Be 18 years or over at the time of enrolment.
- Have an Upper Intermediate level attained from an English language proficiency test (IELTS 5.5, TOEFL 46-59, PTE 46) for Certificate IV and above courses. For exemptions please refer to our english entry requirement policy on our website.

CHOOSE YOUR QUALIFICATION

BSB41015 Certificate IV in Human Resources

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Support performance management processes, review human resources functions, support the recruitment, selection, & induction of staff, implement and monitor WHS policies to meet legislative requirements, lead effective workplace relationships, support employee and industrial relations procedures, make a presentation, address customer needs, establish networks, develop work priorities.

WHAT TO DO AFTER

- Diploma of Human Resources Management.

BSB50615 Diploma of Human Resources

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 52 weeks
- Study: 36 weeks
- Holidays: 16 weeks

WHAT YOU WILL LEARN

Manage human resources services, manage recruitment selection and induction process, develop and manage performance-management processes, manage workforce planning, manage employee relations, implement and monitor WHS policies to meet legislative requirements, undertake project work, manage risk, manage personal work priorities and professional development.

WHAT TO DO AFTER

- Advanced Diploma of Human Resources
- Apply to University

BSB60915 Advanced Diploma of Human Resources

COURSE DURATION

- Tuition: 20 hours/week face-to-face
- Duration: 68 weeks
- Study: 48 weeks
- Holidays: 32 weeks

WHAT YOU WILL LEARN?

Develop and implement diversity policy, manage human resources strategic planning, lead and manage organisational change, provide leadership across the organization, contribute to organisation development, develop and implement strategic plans, manage finances, manage innovation and continuous improvement.

WHAT TO DO AFTER

Further training pathways from this qualification may lead to a relevant higher education based qualifications.

General English

Overview

At George Brown College you will acquire the English language skills required to engage effectively in social situations and negotiate meaning in a variety of context. Our General English classes are tailored to assist students in developing speaking, reading, writing, and listening skills necessary for day-to-day communication, further studies and careers in English.

Course Delivery

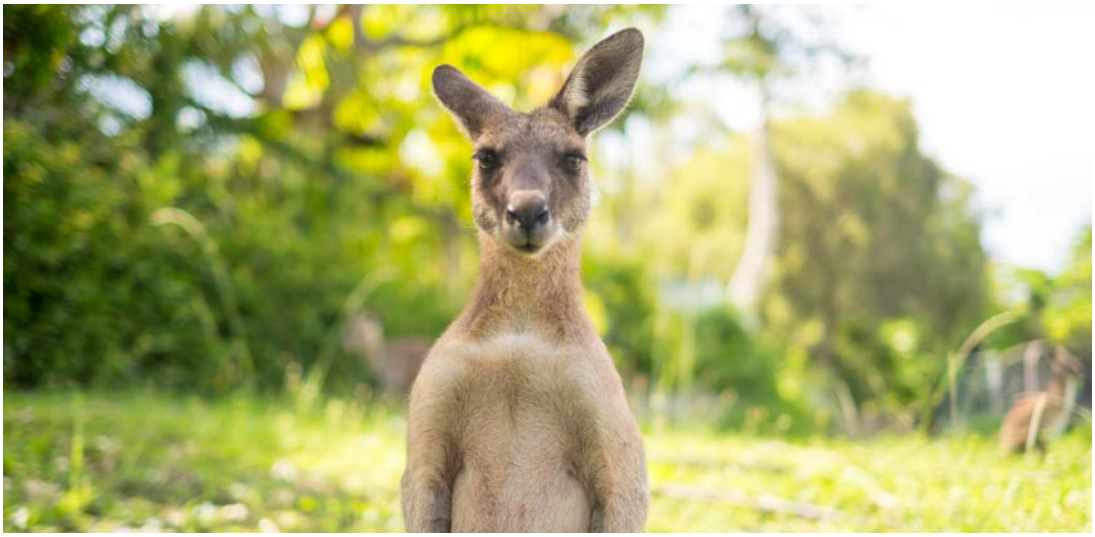
Our General English classes are delivered through classroom based face-to-face lessons and activities, individual and group work, and educational out-of-class activities. Studying in our interactive classes provides a great environment for engagement and feedback.

WHEN YOU STUDY ENGLISH WITH GBC YOU WILL:

- Learn to speak English with confidence by improving your English language fluency and intelligibility
- Sharpen your listening skills as you experience listening to English in a variety of accents and contexts
- Write with accuracy and learn writing skills for different genres and text types
- Gain strong reading comprehension skills by practicing reading for general and specific information

CRICOS CODE 084626D

MINIMUM ENROLMENT	4 weeks
TUITION	20 hours/week face-to-face
COURSE DURATION	4 – 60 weeks
COURSE START DATE	Every Monday (Except public holidays)
LEVELS	Beginner to Advanced levels.
ENTRY REQUIREMENTS	No level of English is required. Be 18 years or over at the time of enrolment.



What makes studying English at George Brown College different?

Flexible timetable

Our flexible timetable allows you to choose between joining our morning and evening classes.

Extra-curricular activities

At George Brown College, you have the opportunity to practice English outside the classroom environment. GBC organises regular exciting excursions which enable students to know more about Australia and experience English in social context.

One-on-one tutoring assistance

Students can schedule private English tutoring session with teachers. These private sessions exist to help students who are finding difficulties in particular areas of their language studies.

OUR ELICOS TEACHERS ARE:

- Qualified and experienced in teaching English to people of different ages and backgrounds
- Professionals in their preparation, teaching and assessment of courses
- Committed to your success
- Caring, friendly and supportive
- Fun! We believe you learn more when you're enjoying yourself and our teachers are professionals in creating a happy interactive classroom environment

Assessments

Students are tested upon arrival and placed in the level which is most suitable for their language proficiency. Course assessments are based on attendance, class participation, and monthly tests of course content. Students progress through levels according to their performance.

STUDENTS CAN SELECT FROM A WIDE RANGE OF ELECTIVE CLASSES, WITH LANGUAGE FOCUSED OBJECTIVES:

- English Conversation
- English Pronunciation
- English for Business
- English through Drama and Music
- Movie Club
- Coffee Club
- Job Seeking Skills
- Write Better
- Reading Time

ADVANTAGES

Opening the opportunities that are right for you.

FACILITIES

At GBC, we deliver lectures and courses in technologically equiped classrooms so that the knowledge can be gained in the best manner.

INDUSTRY'S BEST TRAINERS

Students at GBC have the opportunity to study under trainers and assessors who are highly qualified and possess extensive industry experience in their field.

LOCATION

GBC Is located close to major train stations. The foremost advantage of GBC is its location on York Street, Sydney NSW 2000, which is a central and prime location of Sydney CBD.

INTERNSHIP PROGRAM AND CAREER ASSISTANCE

GBC has a careers and internship program which is a FREE service for students to improve their career prospects and opportunities.

ALL COURSES ARE DESIGNED WITHIN INDUSTRY STANDARDS

All courses are exclusively designed in compliance with industry standards and in consultation with industry experts. At GBC our professional courses are framed with utmost detail so that it helps the graduates have better career prospects and a bright future.

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Customer Service Manager

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LOCATION

Level 4, 56-58 York Street
Sydney NSW 2000

Ph.: +61 2 9279-4949

DETAILS

info@georgebrown.nsw.edu.au
www.georgebrown.nsw.edu.au

Captain Cook Institute Pty Ltd
RTO No: 91707 | CRICOS: 03208D

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