

# STUDY ON THE GO!

**ENGLISH COURSES**

**NANO DIPLOMAS**



**GET  
READY  
& GO**

**AUSTRALIA**

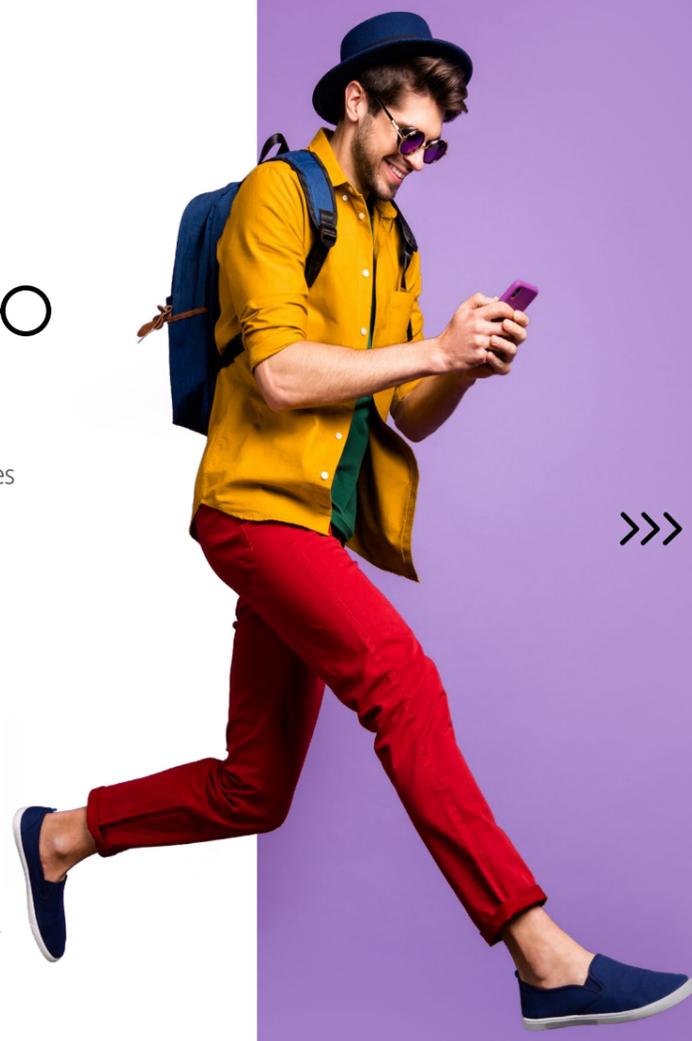


## RULE THE **WORLD** FROM YOUR **COUCH!**

Greenwich College is offering you the exclusive chance to begin your English or career-focused courses now, with our Greenwich Online Academy.

Choose to prepare for an exam, study a course to boost your career or enjoy our exclusive Australian Survival English course to make sure you are 100% ready for your arrival in Australia.

Greenwich College is Australia's leading English and career-focused course provider. We offer the biggest range of courses in Australia and have received global awards for our courses.



### FAST-TRACK YOUR ENGLISH AT HOME!



**Greenwich English Online Academy** will accelerate your English ability to be ready for your incredible journey to **Australia!**

- › Are you thinking about travelling to Australia?
- › Have you returned from overseas and want to keep your English active?
- › Do you want to study for an English exam in your own country?
- › Are you looking to improve your English skills for work opportunities?

### SAVE MONEY AND TIME IN YOUR CAREER!



**Upskill your career** prospects with an industry-relevant qualification from a **leading Australian institution!**

- › Work towards an Australian vocational Diploma qualification\*
- › Upskill your job prospects at home and in Australia
- › Receive a full 1-year visa for your course duration in AUS
- › Begin class at home, finish a Diploma course in Australia
- › Save \$ on course fees by beginning online

\*Complete either BSB51415 Diploma of Project Management or BSB51918 Diploma of Leadership & Management in Australia

## BEGIN YOUR **AUSTRALIAN** **ADVENTURE AT HOME**

Visiting Australia is a once-in-a-lifetime experience. This remarkable country is home to animals, plants and natural wonders that you cannot see anywhere else. The world-famous kangaroos and koalas are just the celebrities, but wombats, wallabies and quokkas are just as cute.

Sydney is one of the world's most exciting cities. It has beautiful beaches, exciting cultural festivals, national parks, many restaurants and shops. Sydney's great weather promotes an active, outdoor lifestyle with plenty of fun activities. The people are fun and outgoing.

Melbourne, the most livable global city 7 years running, is the cultural capital of Australia. It's so rich and varied that there is something for everyone in Melbourne. If you love cafés, art and music, sports and adventure, fashion and shopping, then you are sure to love Melbourne.

Come and explore the largest island on Earth - start your own journey to Australia now and learn more about our Greenwich Online Academy.



**CHOOSE YOUR  
DESTINATION AND  
START NOW!**



CLICK TO  
EXPLORE OUR  
WEBSITE!



# AUSTRALIAN SURVIVAL ENGLISH (ONLINE)

INTAKES EVERY 4 WEEKS!



## ENGLISH FOR INTERNATIONAL TRAVELLERS

G'day, mate! Be prepared for your Aussie adventures with our English online course. Learn about your new home and its incredible history and landscape.

We introduce you to Australian slang and idioms so that you can feel confident using and listening English from your first day in Australia. Our Survival course will introduce Australian culture and how to live and work in your new home.

Improve your English skills with the Australian industry's best teachers as we focus on your listening, comprehension, vocabulary and functional everyday language.

### HIGHLIGHTS:

- › Prepare for your Aussie adventure
- › Get a head start before you travel
- › Make faster progress on arrival
- › Exclusive Australian-themed content
- › English for Careers and Business
- › English for International Travellers

### COURSE DETAILS:

- › 4-week course duration
- › 10 hours per week
- › Virtual Learning 4 hrs / Online 6 hrs
- › Free online English level test
- › Additional resources in online learning environment

- › Special elective classes available on Fridays (0900-1500 AEST)
- › Homework (via online platform)
- › Minimum 6 students per class, maximum 18
- › All virtual classes are recorded for your convenience

OVERVIEW	WEEK 1	WEEK 2	WEEK 3	WEEK 4
<b>THEME:</b>	Welcome to Australia	Living in Australia	Working in Australia	Culture and People
<b>MONDAY</b>	› Overview of Australian history	› Using public transport	› Regional vs. City jobs › Writing Practice: Using the correct register	› Understanding everyday Australians › Useful Aussie slang
<b>TUESDAY</b>	› Geography + Weather › Places to visit › Grammar: Using prepositions of place	› Shopping in Australia › Functional Language: Question forms for shopping	› Typical Jobs in Australia › Vocabulary Boost: Colloquial Australian expressions	› Typical Australian food › Coffee Culture
<b>WEDNESDAY</b>	› Getting around: Sydney vs. Melbourne › Grammar: Comparatives and Superlatives	› Finding Accommodation › Functional Language: Obligations and responsibilities when renting	› How to apply for a TFN (Tax File Number) › Understanding taxes	› Going to a restaurant › Grammar: Language to use in a restaurant
<b>THURSDAY</b>	› Australian rules › Grammar: Modals of obligation	› Conversations in a shop: Questions and Responses	› Job Readiness and Interviews	› Australian Culture Shock › Listening skills
<b>FRIDAY</b>	› Australian greetings › Functional Language: Expressions for negotiating and reaching an agreement	› Productive Skill Practise: Getting Information	› Currency and Numbers › Speaking and Listening practice	› Understanding Aussie Accents › Pronunciation Practice

# CAMBRIDGE PREPARATION (ONLINE)

INTAKES EVERY 6 WEEKS!



## GET A HEAD START PREPARING FOR YOUR CAMBRIDGE CERTIFICATE

Cambridge English Language certification is widely recognised as the most complete assessment of your English abilities and is growing in popularity all over the world.

In our exclusive Greenwich Online Academy course, you'll be introduced to the Cambridge approach. This means you will learn to think in English and to have complex conversations, enabling you to thrive in an English-speaking country. Most Australian Universities and Colleges accept Cambridge CAE for admission purposes.

### HIGHLIGHTS:

- › Wide range of course levels to suit every learner
- › Get a head start preparing for your Cambridge Certificate
- › Study online before you travel to Australia to accelerate your learning
- › Intensive focus on core language skills - including speaking and listening

### COURSE DETAILS:

- › 6-week course duration
- › 10 hrs per week
- › Virtual Learning 2 hrs per day
- › Free online English level test
- › Additional resources in online learning environment

- › Special elective classes available on Fridays (0900-1500 AEST)
- › Homework (via online platform)
- › Minimum 6 students per class, maximum 18
- › All classes are recorded for your convenience

OVERVIEW	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
<b>THEME:</b>	People	Places	The Past	Life Experiences	The Future	Food & Health
<b>MONDAY</b>	› Course overview › Getting to know you › Homework: Needs Analysis / Writing	› Present simple and present continuous › Language to make plans	› Past simple and continuous, used to › Language to talk about the past	› Present perfect/ › Vocab › Language to talk about experiences	› Future forms › Language to talk about predictions, intentions, and arrangements	› Articles and determiners, first conditional › Language for accuracy
<b>TUESDAY</b>	› Reading /Writing › Paragraph organisation	› Reading /Writing › Reading for detail › Writing an email	› Reading /Writing › Understanding text construction › Writing a story	› Reading /Writing › Reading for inference › Writing an invitation	› Reading /Writing › Identifying word order. › Writing an informal email	› Reading /Writing › Writing a review
<b>WEDNESDAY</b>	› Listening/Speaking › Listening for gist and details	› Listening/Speaking › Asking and answering questions	› Listening/Speaking › Listening for gist and details	› Listening/Speaking › Organising discourse	› Listening/Speaking › Encouraging People › Talking about the future	› Listening/Speaking › Language for restaurants
<b>THURSDAY</b>	› Use of English word Families › Focus on adjective and noun formations	› Use of English word order	› Use of English paraphrasing › Focus on phrasal verbs	› Presentation	› Presentation	› Presentation
<b>FRIDAY</b>	› Test (guided) and review	› Test and review	› Test and review	› Test and review	› Test and review	› Test and review

# ENGLISH FOR VOCATIONAL STUDIES (ONLINE)

INTAKES EVERY WEEK!



## PREPARE YOUR ENGLISH SKILLS FOR CERTIFICATE AND DIPLOMA COURSES

English for Vocational Studies (EVS) is designed for students who are looking for an intensive academic English program to prepare for success in vocational study.

EVS focuses on improving your critical thinking skills and developing control of the English language so that you can use your skills in a vocational education environment.

### HIGHLIGHTS:

- › Fast-track your English at home!
- › Focus on preparing your English skills for Diploma courses
- › Successfully completing this course provides a direct pathway to Diploma courses at Greenwich Management College
- › Suitable for Intermediate levels & above

### COURSE DETAILS:

- › 6-week course before you travel
- › 10 hours per week
- › Online self-led studies
- › Free online English level test
- › Additional resources in online learning environment
- › Special elective classes available on Fridays (0900-1500 AEST)
- › Homework (via online platform)
- › Minimum 6 students per class, maximum 18

### SAMPLE CLASS CONTENT:

ACADEMIC SKILLS	LANGUAGE	SKILLS
<b>ACADEMIC WRITING:</b> › Writing an essay and report in the correct form › Expressing simple and complex ideas	<b>GRAMMAR:</b> › Use grammar to express ideas and facts related to the real world	<b>READING:</b> › Understand a variety of texts › Utilise reading skills, such as: scanning, skimming, reading for specific information
<b>STUDY SKILLS:</b> › Time management, planning your assessment, being independent	<b>GRAMMAR / VOCABULARY:</b> › Use functional language in the undertaking of different tasks	<b>LISTENING:</b> › Understand spoken English in conversations, discussions and lectures
<b>ACADEMIC HONESTY:</b> › Avoiding plagiarism, how to correctly cite and reference	<b>VOCABULARY:</b> › Use vocabulary related to a range of vocational fields	<b>SPEAKING:</b> › Communicate more in a range of vocational fields

## PREPARE FOR ACADEMIC SUCCESS

Completing this course will provide a pathway to a diploma program at some of Australia's best colleges. It also helps to prepare you for further academic courses such as our English for Academic Purposes course - which will prepare you for further study at University. EVS is the perfect course to prepare you for your future vocational studies. EVS offers a direct pathway to Greenwich Management College and other Australian vocational colleges.

# LEADERSHIP & MANAGEMENT (NANO DIPLOMA)

INTAKES EVERY 8 WEEKS!



## BUILD YOUR BUSINESS LEADERSHIP SKILLS

Our Leadership & Management Nano Diploma course will take you to a new level in developing advanced aspects of leadership & management - including how to plan, organise, implement and monitor the success of teams within an organisation.

This Nano Diploma is designed for students who want to build the skills and expertise to pursue leadership and management roles in business in an English-speaking country. This course helps students to develop skills across a range of areas including: customer service, financial administration and business communication to achieve success in a leadership position.

### ENTRY REQUIREMENTS:

- › Free Online English level test
- › This course is suitable for Upper-Intermediate students
- › If you do not meet the minimum English requirements, you can study our English for Vocational Studies course to prepare for the course
- › Completed High School (equivalent to AUS year 10)
- › Assessments must be submitted as per requirements of the course

### CAREER OPPORTUNITIES:

- › Operations Manager
- › Small Business Manager
- › Small Business Owner
- › Senior Management

### STUDY UP TO 3 STUDY BLOCKS\* ONLINE BEFORE YOU TRAVEL (SAMPLE TIMETABLE):

BLOCK 1	BLOCK 2	BLOCK 3
<b>DEVELOP AND USE EMOTIONAL INTELLIGENCE</b> BSBLDR511 › This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.	<b>LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</b> BSBLDR502 › Develop skills and knowledge required to lead, manage and support effective workplace relationships.	<b>MANAGE QUALITY CUSTOMER SERVICE</b> BSBBCUS501 › This unit describes the skills and knowledge required to develop strategies to manage organisational systems. You will build knowledge required to develop strategies to manage organisational systems that ensure services are delivered well.
<b>MANAGE OPERATIONAL PLAN</b> BSBMGT517 › You will learn the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.	<b>LEAD AND MANAGE TEAM EFFECTIVENESS</b> BSBWOR502 › Learn skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.	<b>SUPPORT THE RECRUITMENT, SELECTION AND INDUCTION OF STAFF</b> BSBHRM405 › Learn about recruitment cycles and how recruitment and selection practices fit with other human resources functions.

### FINISH YOUR DIPLOMA IN AUSTRALIA:

- › Undertake project work › BSBPMG522
- › Manage risk › BSBRSK501
- › Manage personal work priorities and professional development › BSBWOR501
- › Manage meetings › BSBADM502
- › Develop and manage performance management processes › BSBHRM512
- › Manage workforce planning › BSBHRM513

\*(Each online study block and each face to face term = 2 units)

# PROJECT MANAGEMENT (NANO DIPLOMA)

INTAKES EVERY 8 WEEKS!



## DEVELOP YOUR PROJECT MANAGEMENT SKILLS

Gain the knowledge and skills to effectively lead a project through from start to finish - including all aspects of a project from budget setting and tracking progress to managing development, controlling communication and managing human resources.

Through our expert trainers and real-life case study approach, our graduates are job-ready faster.

### ENTRY REQUIREMENTS:

- › Free Online English level test
- › This course is suitable for Upper-Intermediate students
- › If you do not meet the minimum English requirements, you can study our English for Vocational Studies course to prepare for the course
- › Completed High School (equivalent to AUS year 10)
- › Assessments must be submitted as per requirements of the course

### CAREER OPPORTUNITIES:

- › Project Manager (generic)
- › Project Manager (industry specific)
- › Project Leader
- › Project Team Leader
- › Project Contract Manager

## STUDY UP TO 3 STUDY BLOCKS\* ONLINE BEFORE YOU TRAVEL (SAMPLE TIMETABLE):

BLOCK 1	BLOCK 2	BLOCK 3
<b>MANAGE PROJECT SCOPE</b> BSBPMG511 › Learn the skills required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.	<b>MANAGE PROJECT QUALITY</b> BSBPMG513 › Develop the skills and knowledge required to manage quality within projects. It involves determining quality requirements, implementing quality control and assurance processes.	<b>MANAGE PROJECT HUMAN RESOURCES</b> BSBPMG515 › This unit will help you to manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.
<b>MANAGE PROJECT TIME</b> BSBPMG512 › This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule, and assessing time management outcomes.	<b>MANAGE PROJECT COST</b> BSBPMG514 › In this unit you will gain the skills to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.	<b>MANAGE PROJECT INFORMATION AND COMMUNICATION</b> BSBPMG516 › Learn to communicate and link people, ideas and information at all stages in the project life cycle. Project communication management ensures appropriate formal structures and processes are followed.

## FINISH YOUR DIPLOMA IN AUSTRALIA (SAMPLE UNITS):

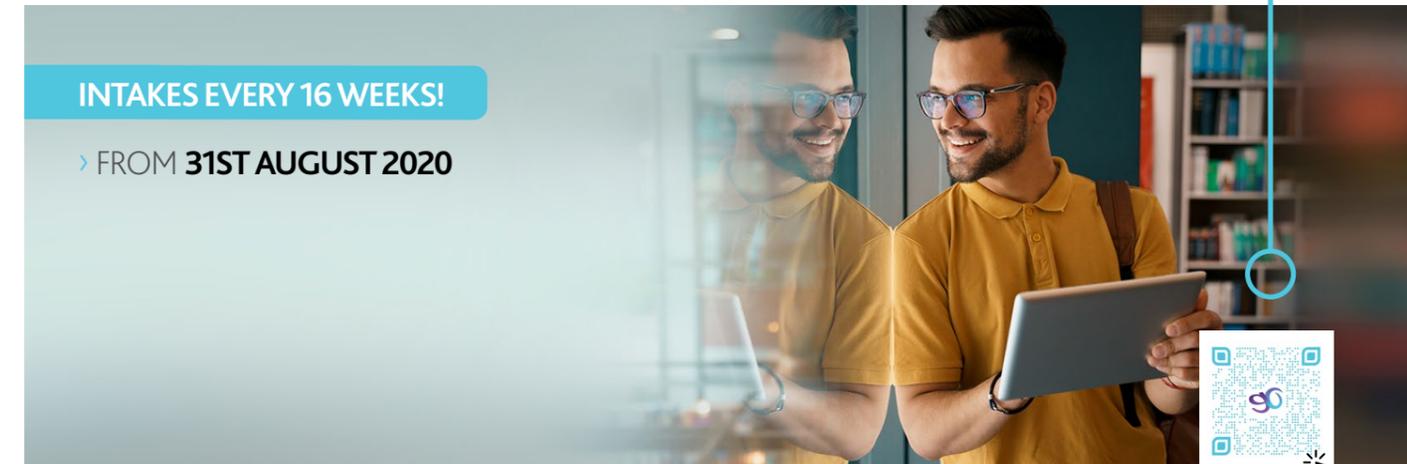
- › Manage project risk › BSBPMG517
- › Manage project integration › BSBPMG521
- › Build and sustain an innovative work environment › BSBINN502
- › Facilitate Continuous Improvement › BSBMGT516
- › Develop workplace policy and procedures for sustainability › BSBSUS501
- › Lead and manage team effectiveness › BSBWOR502

\*(Each online study block and each face to face term = 2 units)

# CAPM CERTIFICATION PREPARATION COURSE (ONLINE)

INTAKES EVERY 16 WEEKS!

› FROM 31ST AUGUST 2020



## CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT

Project Management is a rapidly growing profession with many new jobs created each year - qualified practitioners are in high demand. With a Greenwich College Diploma plus the CAPM, you'll be on the fast track to opportunity.

The CAPM preparation course is designed for entry level project managers, project coordinators, administrators, and other project stakeholders who want to attain Certified Associate in Project Management certification. This preparation course provides 48 hours of project management specific learning to prepare candidates for this certification – **Certified Associate in Project Management**.

### HIGHLIGHTS:

- › Identify and recall the names and purpose of the processes within each of the 10 areas of project management through virtual learning (Zoom)
- › Presentation and associated discussions
- › Identify the key outputs of selected processes by examining supplied templates
- › Identify key tools and techniques of selected process by using and analysing sample tools provided

### COURSE DETAILS:

- › 2 hours of virtual teaching per week
- › 2 hours of online content per week
- › Virtual Class Timetable: Saturdays 3pm to 5pm
- › Duration: 48 hours spread over 12 weeks (2 x 6 week blocks)
- › Course Trainer is PMI accredited
- › Test materials and mock test included

## INCREASE YOUR CHANCES OF SUCCESSFULLY COMPLETING THE CAPM EXAM (SAMPLE TIMETABLE):

BLOCK 1	BLOCK 2
WEEK 1 › Project Management Framework WEEK 2 › Project Environment WEEK 3 › Project Management Business Documents WEEK 4 › Project Integration WEEK 5 › Project Scope Management WEEK 6 › Project Schedule Management	WEEK 7 › Project Resource Management WEEK 8 › Project Cost Management WEEK 9 › Managing Project Stakeholders WEEK 10 › Project Communication Management WEEK 11 › Project Quality Management WEEK 12 › Summary and preparation to the exam

Candidates taking entry in this course should know the fundamentals of project management. Candidates must have one of the following: 1500 hours of project management experience; Successfully completed a minimum of 3 Terms of Diploma of Project Management at GMC or completed a minimum of 23 hours of project management education.

## LEARN MORE ABOUT GREENWICH MANAGEMENT COLLEGE FACE TO FACE PROJECT MANAGEMENT COURSES:

<b>CERTIFICATE IV PROJECT MANAGEMENT PRACTICE</b> › BSB41515	<b>DIPLOMA OF PROJECT MANAGEMENT</b> › BSB51415	<b>ADVANCED DIPLOMA OF PROGRAM MANAGEMENT</b> › BSB61015
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COMPUTERS



FREE WIFI



STUDY AREAS



RECREATION AREAS



MULTIMEDIA

# LIFE CHANGING AUSTRALIAN STUDY EXPERIENCE

## EXCITING CAMPUSES IN SYDNEY AND MELBOURNE:

**Greenwich College's** modern campuses will offer everything you need to finish your studies in Australia, enjoying two of the most beautiful cities on Earth.

Our campuses are based in the heart of Sydney's bustling CBD. Convenient transport, shopping, cafés and major attractions are all within a short 5 minutes' walk.

Some of the world's best-known beaches are a short bus-ride away – so it's easy to experience the best the city has to offer while you study. Get your camera ready - Sydney is the perfect Instagram city, with amazing landmarks and beaches!

A state-of-the-art campus also located in the centre of vibrant Melbourne. It's easily accessible via public transport - with free tram stops and Southern Cross train station on its doorstep. Better yet – you'll be spoilt for choice with a host of cafés, buzzing laneways, world-class shops, beautiful parks and major attractions such as Federation Square just minutes away!



**SYDNEY PITT ST. CAMPUS**



**SYDNEY MARY ST. CAMPUS**



**MELBOURNE CAMPUS**



**Greenwich English College** is widely regarded as one of the best English colleges in Australia. With over 1200 students from over 30 different countries, studying across 10 programs in day and evening sessions, it offers the best variety of courses and timetables in the country.



**Greenwich Management College** offers a range of Management focused vocational courses that are perfect to give you a kick-start to your chosen career. Choose from 5 disciplines and 13 Management programs at Australia's largest boutique vocational college – and say hello to a new world of possibilities!

**AUSTRALIA'S LARGEST RANGE OF ENGLISH COURSES ACROSS DAYTIME & EVENING TIMETABLES**

### GREENWICH ENGLISH COURSES:

General English

Pronunciation in Context

IELTS Preparation

Cambridge Exam Preparation

Young Learner Program (Junior Courses)

English for Vocational Studies

English for Academic Purposes

English for Business

English+ Creative Technology

### GREENWICH MANAGEMENT COURSES:

BSB20115 Certificate II in Business

BSB30115 Certificate III in Business

BSB40215 Certificate IV in Business

BSB50215 Diploma of Business

BSB42015 Certificate IV in Leadership & Management

BSB51918 Diploma of Leadership & Management

BSB61015 Advanced Diploma of Leadership & Management

BSB41515 Certificate IV in Project Management Practice

BSB51415 Diploma of Project Management

BSB61218 Advanced Diploma of Program Management

BSB42415 Certificate IV in Marketing & Communication

BSB52415 Diploma of Marketing & Communication

SIT50316 Diploma of Event Management

**IT'S YOUR STORY, YOUR FUTURE. YOUR SUCCESS STARTS HERE.**



**FOLLOW US**



*It is already **tomorrow**  
in **Australia***

**Greenwich Online Academy**

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Melbourne Campus  
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Melbourne VIC 3000 **t** +61 3 8609 0000

[greenwichcollege.edu.au](http://greenwichcollege.edu.au)



Greenwich English College and Greenwich Management College are proud members of RedHill Education.

A student who chooses to study with a RedHill Education college makes a considerable investment in his or her future. In return, RedHill values its students and is committed to delivering an effective, relevant, high quality and inspiring educational experience for the long term. Learn more at [www.redhilleducation.com](http://www.redhilleducation.com)



Greenwich English College PTY LTD also trades as Greenwich Management College | CRICOS Code 02672K | RTO 91153

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