2023 Academic Timetable

BSB40120 - Certificate IV in Business (52 Weeks)

Shift 1: Monday to Tuesday - 8:00am to 4:30pm and Wednesday - 8:00am to 12:00pm

Shift 2: Thursday to Friday - 8:00am to 4:30pm and Saturday - 8:00am to 12:00pm

Shift 3: Friday - 5:00pm to 9:00pm and Saturday - 12:15pm to 8:45pm, Sunday - 8:00am to 4:30pm

Shift 4: Monday to Thursday - 4:45pm to 10:00pm

Date (Week starting Monday)	Week	Unit of Competency
16-Jan-23	1	BSBCRT411 Apply critical thinking to work practices
23-Jan-23	2	BSBCRT411 Apply critical thinking to work practices
30-Jan-23	3	BSBCRT411 Apply critical thinking to work practices
6-Feb-23	4	BSBTWK401 Build and maintain business relationships
13-Feb-23	5	BSBTWK401 Build and maintain business relationships
20-Feb-23	6	BSBTEC404 Use digital technologies to collaborate in a work environment
27-Feb-23	7	BSBTEC404 Use digital technologies to collaborate in a work environment
6-Mar-23	8	BSBTEC404 Use digital technologies to collaborate in a work environment
13-Mar-23	9	BSBTEC404 Use digital technologies to collaborate in a work environment
20-Mar-23	10	BSBTEC404 Use digital technologies to collaborate in a work environment
Term Break (3 Weeks)		
17-Apr-23	14	BSBWHS411 Implement and monitor WHS policies, procedures, and programs
24-Apr-23	15	BSBWHS411 Implement and monitor WHS policies, procedures, and programs
1-May-23	16	BSBWHS411 Implement and monitor WHS policies, procedures, and programs
8-May-23	17	BSBCMM411 Make presentations
15-May-23	18	BSBCMM411 Make presentations
22-May-23	19	BSBWRT411 Write complex documents
29-May-23	20	BSBWRT411 Write complex documents
5-Jun-23	21	BSBWRT411 Write complex documents
12-Jun-23	22	BSBWRT411 Write complex documents
19-Jun-23	23	BSBWRT411 Write complex documents
Term Break (3 Weeks)		
17-Jul-23	27	BSBXCM401 Apply communication strategies in the workplace
24-Jul-23	28	BSBXCM401 Apply communication strategies in the workplace
31-Jul-23	29	BSBXCM401 Apply communication strategies in the workplace
7-Aug-23	30	BSBPEF402 Develop personal work priorities
14-Aug-23	31	BSBPEF402 Develop personal work priorities
21-Aug-23	32	BSBPEF402 Develop personal work priorities
28-Aug-23	33	BSBPEF403 Lead personal development
4-Sep-23	34	BSBPEF403 Lead personal development
11-Sep-23	35	BSBPEF403 Lead personal development
18-Sep-23	36	BSBPEF403 Lead personal development
Term Break (2 Weeks)		
9-Oct-23	39	BSBCRT412 Articulate, present and debate ideas
16-Oct-23	40	BSBCRT412 Articulate, present and debate ideas
23-Oct-23	41	BSBCRT412 Articulate, present and debate ideas
30-Oct-23	42	BSBCRT412 Articulate, present and debate ideas
6-Nov-23	43	BSBMKG434 Promote products and services
13-Nov-23	44	BSBMKG434 Promote products and services
20-Nov-23	45	BSBMKG434 Promote products and services
27-Nov-23	46	BSBTEC403 Apply digital solutions to work processes
4-Dec-23	47	BSBTEC403 Apply digital solutions to work processes
11-Dec-23	48	BSBTEC403 Apply digital solutions to work processes
Term Break (4 Weeks)		