



BSB30120 Certificate III in Business (Administration)

Term 3, 2022 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B5, Term 3 2022	18/07/2022	1	Support personal wellbeing in the workplace	BSBPEF201	24/07/2022
	25/07/2022	2	Apply critical thinking skills in a team environment	BSBCRT311	31/07/2022
	01/08/2022	3	Use inclusive work practices	BSBTWK301	07/08/2022
	08/08/2022	4	Design and produce spreadsheets	BSBTEC302	21/08/2022
	15/08/2022	5			
B6, Term 3 2022	22/08/2022	6	Create electronic presentations	BSBTEC303	04/09/2022
	29/08/2022	7			
	05/09/2022	8	Engage in workplace communication	BSBXCM301	11/09/2022
	12/09/2022	9	Maintain business resources	BSBOPS301	18/09/2022
Term Break (19/09/2022 to 16/10/2022) - 4 Weeks					



BSB40120 Certificate IV in Business (Administration)

Term 3, 2022 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B5, Term 3 2022	18/07/2022	1	Implement and monitor WHS policies, procedures and programs	BSBWHS411	21/08/2022
	25/07/2022	2			
	01/08/2022	3			
	08/08/2022	4			
	15/08/2022	5			
B6, Term 3 2022	22/08/2022	6	Develop personal work priorities	BSBPEF402	04/09/2022
	29/08/2022	7	Manage personal health and wellbeing	BSBPEF401	18/09/2022
	05/09/2022	8			
	12/09/2022	9			
Term Break (19/09/2022 to 16/10/2022) - 4 Weeks					



BSB50420 Diploma of Leadership and Management					
Term 3, 2022 Timetable					
Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B5, Term 3 2022	18/07/2022	1	Communicate with influence	BSBCMM511	21/08/2022
	25/07/2022	2			
	01/08/2022	3			
	08/08/2022	4			
	15/08/2022	5			
B6, Term 3 2022	22/08/2022	6	Develop critical thinking in others	BSBCRT511	04/09/2022
	29/08/2022	7			
	05/09/2022	8	Develop and use emotional intelligence	BSBPEF502	18/09/2022
	12/09/2022	9			
Term Break (19/09/2022 to 16/10/2022) - 4 Weeks					



BSB60420 Advanced Diploma of Leadership and Management

Term 3, 2022 Timetable

Term	Date	Week	Unit of Competency	Unit Code	Assessment Submission Due Date
B5, Term 3 2022	18/07/2022	1	Provide leadership across the organisation	BSBLDR602	21/08/2022
	25/07/2022	2			
	01/08/2022	3			
	08/08/2022	4			
	15/08/2022	5			
B6, Term 3 2022	22/08/2022	6	Lead and manage organisational change	BSBLDR601	18/09/2022
	29/08/2022	7			
	05/09/2022	8			
	12/09/2022	9			
Term Break (19/09/2022 to 16/10/2022) - 4 Weeks					