

**COURSE TIMETABLE: CERTIFICATE III IN BUSINESS  
CLASS 1**

Effective as of 6th February 2023

Time	Monday	Tuesday
8:00am – 11:45am	Collaborate	Collaborate
11:45am - 12:15pm	Break	Break
12:15pm – 4:00pm	Workshop	Collaborate

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

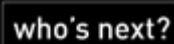
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: CERTIFICATE III IN BUSINESS  
CLASS 2**

Effective as of 6th February 2023

Time	Monday	Tuesday
8:00am – 11:45am	Collaborate	Collaborate
11:45am - 12:15pm	Break	Break
12:15pm – 4:00pm	Workshop	Collaborate

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

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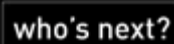
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**COURSE TIMETABLE: CERTIFICATE IV IN BUSINESS**

**CLASS 1**

Effective as of 6th February 2023

Time	Monday	Tuesday	Thursday
8:00am – 11:45am	Collaborate	Collaborate	Workshop
11:45am - 12:15pm		Break	
12:15pm – 4:00pm		Collaborate	

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

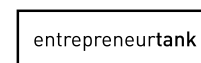
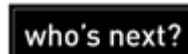
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**COURSE TIMETABLE: CERTIFICATE IV IN BUSINESS**

**CLASS 2**

Effective as of 1st May 2023

Time	Monday	Tuesday	Wednesday
8:00am – 11:45am	Collaborate	Collaborate	
11:45am - 12:15pm		Break	
12:15pm – 4:00pm		Collaborate	Workshop

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

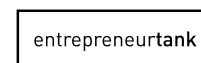
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

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**COURSE TIMETABLE: DIPLOMA OF BUSINESS  
CLASS 2**

Effective as of 6th April 2021

Time	Monday	Thursday	Friday
8:00am – 11:45am	Collaborate	Collaborate	Workshop
11:45am - 12:15pm		Break	
12:15pm – 4:00pm		Collaborate	

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

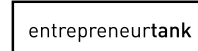
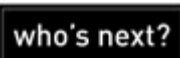
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

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**COURSE TIMETABLE: DIPLOMA OF LEADERSHIP & MANAGEMENT  
CLASS 2**

Effective as of 6th April 2022

Time	Monday	Tuesday	Thursday
8:00am – 11:45am	Collaborate		Collaborate
11:45am - 12:15pm			Break
12:15pm – 4:00pm		Workshop	Collaborate

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

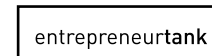
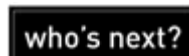
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

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**COURSE TIMETABLE: DIPLOMA OF LEADERSHIP & MANAGEMENT  
CLASS 3**

Effective as of 17th April 2023

Time	Monday	Wednesday	Thursday
8:00am – 11:45am	Collaborate		Collaborate
11:45am - 12:15pm			Break
12:15pm – 4:00pm		Workshop	Collaborate

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

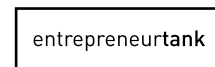
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

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**COURSE TIMETABLE: ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT  
CLASS 1**

Effective as of 2nd March 2026

Time	Monday	Tuesday	Wednesday
8:00am – 11:45am	Collaborate	Collaborate	
11:45am - 12:15pm		Break	
12:15pm – 4:00pm		Collaborate	Workshop

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

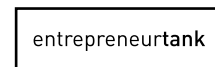
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

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**COURSE TIMETABLE: ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT  
CLASS 2**

Effective as of 6th February 2023

Time	Monday	Tuesday	Wednesday	Friday
8:00am – 11:45am	Collaborate		Collaborate	Workshop
11:45am - 12:15pm				
12:15pm – 4:00pm		Collaborate		

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

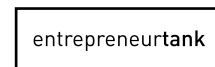
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

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**COURSE TIMETABLE: GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)  
CLASS 1**

Effective as of 22nd May 2023

Time	Monday	Tuesday	Friday
8:00am - 11:45am	Collaborate	Collaborate	
11:45am - 12:15pm		Break	
12:15pm - 4:00pm		Collaborate	Workshop

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

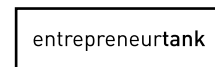
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

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**COURSE TIMETABLE: GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)  
CLASS 2**

Effective as of 3rd February 2025

Time	Monday	Tuesday	Thursday
8:00am - 11:45am	Collaborate	Collaborate	
11:45am - 12:15pm		Break	
12:15pm - 4:00pm		Collaborate	Workshop

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

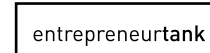
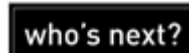
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

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**COURSE TIMETABLE: DIPLOMA OF PROJECT MANAGEMENT  
CLASS 2**

Effective as of 12th May 2025

Time	Monday	Thursday
8:00am – 11:45am	Workshop	Collaborate
11:45am - 12:15pm	Break	Break
12:15pm – 4:00pm	Collaborate	Collaborate

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

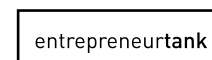
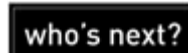
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

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**COURSE TIMETABLE: DIPLOMA OF PROJECT MANAGEMENT  
CLASS 3**

Effective as of 12th May 2025

Time	Monday	Thursday
8:00am – 11:45am	Workshop	Collaborate
11:45am - 12:15pm	Break	Break
12:15pm – 4:00pm	Collaborate	Collaborate

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

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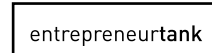
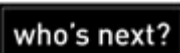
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**COURSE TIMETABLE: CERTIFICATE IV IN DESIGN  
CLASS 2**

Effective as of 5th August 2024

Time	Monday	Wednesday	Friday
8:00am – 11:45am		Collaborate	
11:45am - 12:15pm		Break	
12:15pm – 4:00pm	Workshop	Collaborate	Collaborate

**COURSE TERMINOLOGY:**

**Workshop:**

During this time your mentor will deliver planned training sessions which are aimed to give you introductory graphic design skills. Activities may include presentations and planned activities to learn how to use graphic design tools and software.

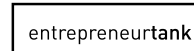
**Collaborate:**

During this facilitated time, you will work collaboratively with your project team, or complete independent research tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor.

**DISTANCE EDUCATION:**

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## COURSE TIMETABLE: DIPLOMA OF GRAPHIC DESIGN

Effective as of 5th August 2024

### STAGE 1 - DESIGN FOUNDATIONS (26 WEEKS)

Time	Wednesday	Thursday	Friday
8:00am – 11:45am	Collaborate	Workshop Stage 1	
11:45am - 12:15pm	Break		
12:15pm – 4:00pm	Collaborate		Collaborate

### STAGE 2 - CREATE PROJECT FOUNDATIONS (26 WEEKS)

Time	Wednesday	Thursday	Friday
8:00am – 11:45am	Collaborate		
11:45am - 12:15pm	Break		
12:15pm – 4:00pm	Collaborate	Workshop Stage 2	Collaborate

#### COURSE TERMINOLOGY:

##### Workshop:

During this time your mentor will deliver planned training sessions which are aimed to give you introductory graphic design skills. Activities may include presentations and planned activities to learn how to use graphic design tools and software.

##### Collaborate:

During this facilitated time, you will work collaboratively with your project team, or complete independent research tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor.

#### DISTANCE EDUCATION:

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## COURSE TIMETABLE: ADVANCED DIPLOMA OF GRAPHIC DESIGN

Effective as of 21st April 2025

Time	Monday	Wednesday	Friday
8:00am – 11:45am	Workshop	Collaborate	
11:45am - 12:15pm		Break	
12:15pm – 4:00pm		Collaborate	Collaborate

### COURSE TERMINOLOGY:

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#### Workshop:

During this time your mentor will deliver planned training sessions which are aimed to give you introductory graphic design skills. Activities may include presentations and planned activities to learn how to use graphic design tools and software.

#### Collaborate:

During this facilitated time, you will work collaboratively with your project team, or complete independent research tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor.

### DISTANCE EDUCATION:

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**COURSE TIMETABLE: CERTIFICATE IV IN PHOTOGRAPHY & DIGITAL IMAGING**

Effective as of 8th January 2024

**STAGE 1 (12 WEEKS)**

Time	Monday	Friday
8:00am – 11:45am	Workshop	Collaborate
11:45am - 12:15pm	Break	Break
12:15pm – 4:00pm	Collaborate	Collaborate

**STAGE 2 (24 WEEKS)**

Time	Monday	Friday
8:00am – 11:45am	Collaborate	Collaborate
11:45am - 12:15pm	Break	Break
12:15pm – 4:00pm	Workshop	Collaborate

**COURSE TERMINOLOGY:**

**Workshop:**

During this time your mentor will deliver planned training sessions which are aimed to give you introductory project management skills and knowledge. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

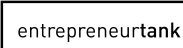
**Collaborate: (facilitated learning & project work)**

During this facilitated time, you will work collaboratively with your project team, or complete independent research tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor.

**DISTANCE EDUCATION:**

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## COURSE TIMETABLE: DIPLOMA OF PHOTOGRAPHY & DIGITAL IMAGING

Effective as of 9th May 2022

### STAGE 1 (28 WEEKS)

Time	Tuesday	Wednesday
8:00am – 11:45am	Workshop	Collaborate
11:45am - 12:15pm	Break	Break
12:15pm – 4:00pm	Collaborate	Collaborate

### STAGE 2 (28 WEEKS)

Time	Tuesday	Wednesday
8:00am – 11:45am	Collaborate	Collaborate
11:45am - 12:15pm	Break	Break
12:15pm – 4:00pm	Workshop	Collaborate

### COURSE TERMINOLOGY:

#### Workshop:

During this time your mentor will deliver planned training sessions which are aimed to give you introductory project management skills and knowledge. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

#### Collaborate: (facilitated learning & project work)

During this facilitated time, you will work collaboratively with your project team, or complete independent research tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor.

### DISTANCE EDUCATION:

#### Canvas (Learner Management System)

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**COURSE TIMETABLE: CERTIFICATE IV IN MARKETING & COMMUNICATION  
CLASS 1**

Effective as of 9th December 2024

Time	Monday	Wednesday	Thursday	Friday
8:00am – 11:45am			Workshop	Collaborate
11:45am - 12:15pm				
12:15pm – 4:00pm	Collaborate	Collaborate		

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

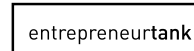
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

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**COURSE TIMETABLE: CERTIFICATE IV IN MARKETING & COMMUNICATION  
CLASS 2**

Effective as of 9th December 2024

Time	Monday	Wednesday	Friday
8:00am – 11:45am		Workshop	Collaborate
11:45am - 12:15pm		Break	
12:15pm – 4:00pm	Collaborate	Collaborate	

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

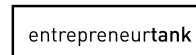
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: DIPLOMA OF MARKETING & COMMUNICATION  
CLASS 1**

Effective as of 9th December 2024

Time	Monday	Wednesday	Friday
8:00am – 11:45am			Collaborate
11:45am - 12:15pm			Break
12:15pm – 4:00pm	Collaborate	Collaborate	Workshop

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

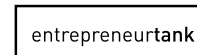
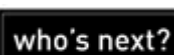
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: DIPLOMA OF MARKETING & COMMUNICATION  
CLASS 2**

Effective as of 9th December 2024

Time	Monday	Wednesday	Friday
8:00am – 11:45am	Workshop		Collaborate
11:45am - 12:15pm	Break		
12:15pm – 4:00pm	Collaborate	Collaborate	

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

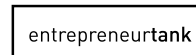
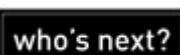
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: ADVANCED DIPLOMA OF MARKETING & COMMUNICATION**

Effective as of 9th December 2024

Time	Monday	Wednesday	Friday
8:00am – 11:45am	Workshop		Collaborate
11:45am - 12:15pm	Break		
12:15pm – 4:00pm	Collaborate	Collaborate	

**COURSE TERMINOLOGY:**

**Workshop (teaching)**

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

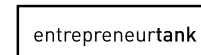
**Collaborate (facilitated learning)**

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: CERTIFICATE III IN FITNESS  
CLASS 2**

Effective as of 17th April 2023

Time	Monday	Tuesday	Friday
8:00am – 11:45am	Collaborate	Workshop	Practical
11:45am - 12:15pm			Break
12:15pm – 4:00pm			Practical

**COURSE TERMINOLOGY:**

**Theory:**

During this time your mentor will deliver planned training sessions which are aimed to give you critical theoretical knowledge and understanding of course concepts/content.

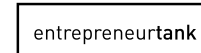
**Practical:**

During this time you will demonstrate the required practical components needed to achieve your qualification. This may consist of classroom activities, gym sessions, outdoor park sessions, and the like.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: CERTIFICATE III IN FITNESS  
CLASS 1**

Effective as of 3rd October 2022

Time	Tuesday	Wednesday	Friday
8:00am – 11:45am	Workshop	Practical	
11:45am - 12:15pm		Break	
12:15pm – 4:00pm		Practical	Collaborate

**COURSE TERMINOLOGY:**

**Theory:**

During this time your mentor will deliver planned training sessions which are aimed to give you critical theoretical knowledge and understanding of course concepts/content.

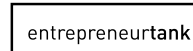
**Practical:**

During this time you will demonstrate the required practical components needed to achieve your qualification. This may consist of classroom activities, gym sessions, outdoor park sessions, and the like.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



## COURSE TIMETABLE: CERTIFICATE IV IN FITNESS

Effective as of 13th June 2022

Time	Tuesday	Thursday	Friday
8:00am – 11:45am		Practical	
11:45am - 12:15pm		Break	
12:15pm – 4:00pm	Workshop	Practical	Collaborate

### COURSE TERMINOLOGY:

#### Theory:

During this time your mentor will deliver planned training sessions which are aimed to give you critical theoretical knowledge and understanding of course concepts/content.

#### Practical:

During this time you will demonstrate the required practical components needed to achieve your qualification. This may consist of classroom activities, gym sessions, outdoor park sessions, and the like.

### DISTANCE EDUCATION:

#### Canvas (Learner Management System)

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



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## COURSE TIMETABLE: CERTIFICATE III IN WALL & FLOOR TILING

Effective as of 4th May 2026

STAGE 1				
Time	Monday 1st week only	Monday Rest of Stage 1	Tuesday	Wednesday
8:00am – 11:45am	WHS induction	Practical		Collaborate
11:45am – 12:15pm	Break	Break		Break
12:15pm – 4:00pm	WHS induction	Practical	Collaborate	Workshop

STAGE 2				
Time	Tuesday	Wednesday	Thursday	Friday
8:00am – 11:45am		Collaborate	Practical	
11:45am – 12:15pm			Break	
12:15pm – 4:00pm	Collaborate		Practical	Workshop

### COURSE TERMINOLOGY:

#### Workshop:

During this time your mentor will deliver planned training sessions which are aimed to give you theoretical knowledge and understanding of course concepts.

#### Collaborate: (facilitated learning & project work)

During this facilitated time, you will work collaboratively with your peers, to complete tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor and work on assessments.

#### Practical:

During this session, you will practice demonstrating required skills in a real and simulated work environment.

### DISTANCE EDUCATION:

#### Canvas (Learner Management System)

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



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**COURSE TIMETABLE: CERTIFICATE III IN PAINTING & DECORATING  
CLASS 1**

Effective as of 6th May 2024

**STAGE 1**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am – 11:45am	WHS Induction	Workshop	Practical		
11:45am - 12:15pm	Break	Break			
12:15pm – 4:00pm	WHS Induction	Collaborate		Collaborate	

**STAGE 2**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am – 11:45am				Workshop	Practical
11:45am - 12:15pm				Break	
12:15pm – 4:00pm		Collaborate		Collaborate	

**COURSE TERMINOLOGY:**

**Workshop:**

During this time your mentor will deliver planned training sessions which are aimed to give you theoretical knowledge and understanding of course concepts.

**Collaborate: (facilitated learning & project work)**

During this facilitated time, you will work collaboratively with your peers, to complete tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor and work on assessments.

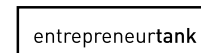
**Practical:**

During this session, you will practice demonstrating required skills in a real and simulated work environment.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: CERTIFICATE III IN PAINTING & DECORATING  
CLASS 2**

Effective as of 6th May 2024

**STAGE 1**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am – 11:45am	WHS Induction	Workshop			
11:45am - 12:15pm	Break	Break			
12:15pm – 4:00pm	WHS Induction	Collaborate	Practical	Collaborate	

**STAGE 2**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am – 11:45am				Workshop	
11:45am - 12:15pm				Break	
12:15pm – 4:00pm		Collaborate		Collaborate	Practical

**COURSE TERMINOLOGY:**

**Workshop:**

During this time your mentor will deliver planned training sessions which are aimed to give you theoretical knowledge and understanding of course concepts.

**Collaborate: (facilitated learning & project work)**

During this facilitated time, you will work collaboratively with your peers, to complete tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor and work on assessments.

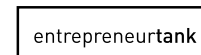
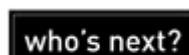
**Practical:**

During this session, you will practice demonstrating required skills in a real and simulated work environment.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: CERTIFICATE III IN PAINTING & DECORATING  
CLASS 3**

Effective as of 3rd February 2025

**STAGE 1**

Time	Monday	Tuesday	Thursday
8:00am – 11:45am	WHS Induction all day 1st week	Workshop	
11:45am - 12:15pm		Break	
12:15pm – 4:00pm	Practical	Collaborate	Collaborate

**STAGE 2**

Time	Monday	Tuesday	Thursday
8:00am – 11:45am		Practical	Workshop
11:45am - 12:15pm		Break	Break
12:15pm – 4:00pm		Collaborate	Collaborate

**COURSE TERMINOLOGY:**

**Workshop:**

During this time your mentor will deliver planned training sessions which are aimed to give you theoretical knowledge and understanding of course concepts.

**Collaborate: (facilitated learning & project work)**

During this facilitated time, you will work collaboratively with your peers, to complete tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor and work on assessments.

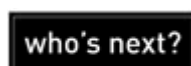
**Practical:**

During this session, you will practice demonstrating required skills in a real and simulated work environment.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: CERTIFICATE III IN COMMERCIAL COOKERY**  
**GOLD COAST CAMPUS**

Effective as of 23rd February 2026

**STAGE 1**

**WORKSHOP**

**MONDAY**  
8AM - 4PM

**PRACTICAL  
CLASS 1**

**TUESDAY**  
7AM - 11AM

**PRACTICAL  
CLASS 2**

**TUESDAY**  
11AM - 3PM

**STAGE 2**

**WORKSHOP**

**TUESDAY**  
8AM - 4PM

**PRACTICAL**

**WEDNESDAY**  
7AM - 11AM OR 11AM - 3PM

**COURSE TERMINOLOGY:**

**Workshop:**

During this time your Mentor will deliver planned theoretical training sessions which are aimed to give you introductory skills and knowledge. Activities will include presentations, group work, interactive games or a range of other hands on and engaging experiences.

**Collaborate: (facilitated learning)**

During this facilitated time, you will have one on one access to your Mentor, to either work collaboratively with your classmates, or complete independent research tasks that have been delivered in the Workshop sessions. You have the opportunity to practice skills that you have been taught by your Mentor.

**Practical:**

During this session, you will carry out the practical components of your course by demonstrating the required skills, in a purpose built simulated work environment. Classes will be determined by your Mentor based on your progression throughout your practical tasks. You may be asked to move between Class 1 and Class 2, with appropriate notice. You will be advised of your class at the completion of Stage 1.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



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**COURSE TIMETABLE: CERTIFICATE III IN COMMERCIAL COOKERY**  
**BRISBANE CAMPUS**

Effective as of 9th June 2025

**STAGE 1 FIRST 6 UNITS**

**TUTORIAL DAY**

Day to be determined by your trainer

**MONDAY OR FRIDAY**

**8:30AM - 4:30PM**

**PRACTICAL**

Day to be determined by your trainer

**MONDAY OR FRIDAY**

**7:00AM - 4:00PM**

**STAGE 2 REMAINDER OF COURSE**

**TUTORIAL DAY**

1 day per week, to be determined by your trainer

**TUESDAY - THURSDAY**

**8:30AM - 4:30PM**

**PRACTICAL**

1 day per week, to be determined by your trainer

**TUESDAY - THURSDAY**

**7:00AM - 4:00PM**

**COURSE TERMINOLOGY:**

**Workshop:**

During this time your Mentor will deliver planned theoretical training sessions which are aimed to give you introductory skills and knowledge. Activities will include presentations, group work, interactive games or a range of other hands on and engaging experiences.

**Collaborate: (facilitated learning)**

During this facilitated time, you will have one on one access to your Mentor, to either work collaboratively with your classmates, or complete independent research tasks that have been delivered in the Workshop sessions. You have the opportunity to practice skills that you have been taught by your Mentor.

**Practical:**

During this session, you will carry out the practical components of your course by demonstrating the required skills, in a purpose built simulated work environment. Classes will be determined by your Mentor based on your progression throughout your practical tasks. You may be asked to move between Class 1 and Class 2, with appropriate notice. You will be advised of your class at the completion of Stage 1.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



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**COURSE TIMETABLE: CERTIFICATE IV IN KITCHEN MANAGEMENT**  
**BRISBANE CAMPUS**

Effective as of 2nd February 2026

**TUTORIAL DAY**

**WEDNESDAY**  
**8:30AM - 4:30PM**

**RESEARCH DAY**

**THURSDAY**  
**8:30AM - 4:30PM**

**COURSE TERMINOLOGY:**

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**Workshop:**

During this time your Mentor will deliver planned theoretical training sessions which are aimed to give you introductory skills and knowledge. Activities will include presentations, group work, interactive games or a range of other hands on and engaging experiences.

**Collaborate: (facilitated learning)**

During this facilitated time, you will have one on one access to your Mentor, to either work collaboratively with your classmates, or complete independent research tasks that have been delivered in the Workshop sessions. You have the opportunity to practice skills that you have been taught by your Mentor.

**DISTANCE EDUCATION:**

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**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



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**COURSE TIMETABLE: CERTIFICATE IV IN KITCHEN MANAGEMENT  
CLASS 1**

Effective as of 3rd November 2025

Time	Monday	Wednesday	Thursday
8:00am – 11:45am		Workshop	Collaborate
11:45am - 12:15pm			Break
12:15pm – 4:00pm	Collaborate		Collaborate

**COURSE TERMINOLOGY:**

**Workshop:**

During this time your Mentor will deliver planned theoretical training sessions which are aimed to give you introductory skills and knowledge. Activities will include presentations, group work, interactive games or a range of other hands on and engaging experiences.

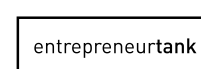
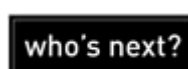
**Collaborate: (facilitated learning)**

During this facilitated time, you will have one on one access to your Mentor, to either work collaboratively with your classmates, or complete independent research tasks that have been delivered in the Workshop sessions. You have the opportunity to practice skills that you have been taught by your Mentor.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: CERTIFICATE IV IN KITCHEN MANAGEMENT  
CLASS 2**

Effective as of 3rd November 2025

Time	Monday	Wednesday	Thursday
8:00am – 11:45am			<b>Collaborate</b>
11:45am - 12:15pm			<b>Break</b>
12:15pm – 4:00pm	<b>Collaborate</b>	<b>Workshop</b>	<b>Collaborate</b>

**COURSE TERMINOLOGY:**

**Workshop:**

During this time your Mentor will deliver planned theoretical training sessions which are aimed to give you introductory skills and knowledge. Activities will include presentations, group work, interactive games or a range of other hands on and engaging experiences.

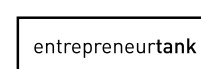
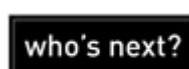
**Collaborate: (facilitated learning)**

During this facilitated time, you will have one on one access to your Mentor, to either work collaboratively with your classmates, or complete independent research tasks that have been delivered in the Workshop sessions. You have the opportunity to practice skills that you have been taught by your Mentor.

**DISTANCE EDUCATION:**

**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.



**COURSE TIMETABLE: DIPLOMA OF HOSPITALITY MANAGEMENT  
(COMMERCIAL COOKERY)**

Effective as of 1st September 2025

Time	Thursday	Friday
8:00am – 11:45am	Collaborate	Workshop
11:45am - 12:15pm	Break	Break
12:15pm – 4:00pm	Collaborate	Workshop

**COURSE TERMINOLOGY:**

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**Workshop:**

During this time your Mentor will deliver planned theoretical training sessions which are aimed to give you introductory skills and knowledge. Activities will include presentations, group work, interactive games or a range of other hands on and engaging experiences.

**Collaborate: (facilitated learning)**

During this facilitated time, you will have one on one access to your Mentor, to either work collaboratively with your classmates, or complete independent research tasks that have been delivered in the Workshop sessions. You have the opportunity to practice skills that you have been taught by your Mentor.

**DISTANCE EDUCATION:**

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**Canvas (Learner Management System)**

Canvas is your online learning portal. Within this platform, you will be able to access your course learning materials, assessment requirements, and marked submissions. You will also be able to communicate with your Mentor within this platform, outside of timetabled hours. The system is user friendly and will help keep you on track throughout your studies.

