Training
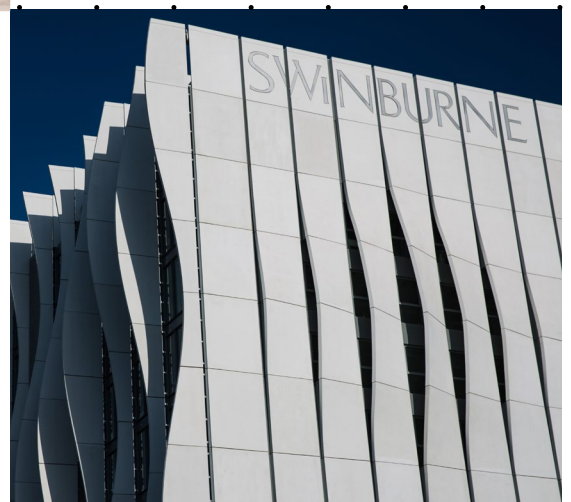# Catalogue
Australia

The Swinburne Edge Difference

Studying with Swinburne Edge

Swinburne University of Technology is a tier one university with its roots in hands-on, practical and pragmatic training.

Swinburne Edge delivers impactful, innovative learning solutions and capability upscaling. Our transformative courses leverage Swinburne's global expertise, emerging skills, and technology, alongside interdisciplinary collaboration and industry partnerships. We listen to industry challenges and respond. This is how we empower our partners and learners to reach the leading edge of their industry.

We offer career-enhancing programs for professional learners – from short courses and masterclasses to accredited qualifications.

Our courses and study methods take a 'professionals first' approach. We grow careers, up-skill and deliver relevant qualifications to keep your career on track. At any time, you can undertake intensives, accelerate your qualifications, and blend study so you can work at a pace that delivers skills and qualifications effectively.

"Exceptional course, I learnt so much to take away and use immediately."

Participant
Masterclass: Change Management

Our purpose

We exist to provide practical and contemporary business learning programs that specialise in leadership, management, coaching and business skills. We constantly innovate in our design and delivery to create learning with impact.

The outcome

Our programs are as dynamic and diverse as the challenges faced by leaders and managers in today's business landscape. We are determined to support your business by identifying and overcoming barriers to better performance, improving employee engagement and increasing overall organisational success.

The experience

Your experience with Swinburne Edge is one of robust, credible and innovative learning. We project manage the program rollout to maximise results, deliver reporting, ensure budgets and timelines are met, and have a true passion for what we do.

Continuing Professional Education

Swinburne Edge delivers a suite of short courses and accelerated qualifications, equipping participants with practical and relevant skills that align with the future world of work.

These courses are available to professionals seeking to up-skill and organisations who have workforce skills gaps.

Short courses

Short courses run for one or two days and rapidly teach participants a focused, practical skill set they can take back to work with them the very next day.

Short courses are an excellent resource for individuals who are concerned that they're not moving forward in their career or lack the skills to get the job they want. They're also perfect for Learning and Development Managers who have employees with specific skill gaps that need addressing.

Benefits for organisations

- Optimise individual and team performance.
- Improve employee satisfaction
- Reduce employee turnover
- Enhance your reputation as a highly skilled workforce
- Skills are transferable in the workforce

Benefits for professionals

- Implement new skills immediately
- Learn in a focused fashion
- Gain relevant real-world context from expert industry facilitators
- Network with professional peers
- Gain confidence in your new skills
- Get recognised in your career

"Really terrific. The facilitator showed confidence and an obvious wealth of experience with every question asked and example given."

Organisational participant
How to have a difficult conversation

Qualifications

Our accelerated Certificate, Diploma and Graduate Certificate programs put participants in front of experienced industry facilitators to gain an industry recognised, accredited qualification in their field. We have designed our unique, accelerated qualifications for busy working professionals who need to save time, taking existing skills into account and minimising study time.

Qualifications are a great way for professionals to formalise their knowledge and get recognised. They are also a great fit for workforces that need to qualify their upcoming leadership teams to ensure a competitive edge today and in the future.

Benefits for organisations

- Enhance organisational reputation
- Add accredited skills and specialisations to the workforce
- Optimise individual and team performance and productivity
- Improve your employee satisfaction
- Reduce employee turnover

Benefits for individuals

- Improve your career opportunities and job marketability
- Add nationally recognised credibility to your resume
- Network with similar professionals as you study
- Enjoy real world context, projects and case studies
- Learn from expert industry facilitators
- Get recognised in your career

"The workshop gave a fantastic, in depth overview of all the moving parts of Project Management, and an understanding of the basic methodologies within it. The workbook is very helpful, and I feel it was a fantastic introduction to formalising my knowledge on project management."

Individual participant
Fundamentals of Project Management

Learning and Development Consulting

Working with you

It takes innovation and agility to solve complex business challenges. There is always a commercial need for a business to evolve and continually improve its capabilities. On top of that, the workforce itself has complex learning needs, from skills advancements to substantial cultural and leadership change. Our solutions continually adapt to meet and resolve these challenges.

The Swinburne Edge Difference

Progressive and effective professional learning requires a truly strategic approach coupled with cutting-edge learning methods that work. Swinburne Edge has a suite of courses and qualifications, which are delivered in an accelerated mode specifically designed for busy professionals. We also leverage the experts, research, facilities and services contained within the broader Swinburne University to create tailored learning for many of our clients. The outcomes are:

· High impact learning with demonstrated success stories
· A relentless focus on our clients, with each receiving a Project Manager to ensure learning is delivered smoothly.
· National and global delivery, including on our clients' premises.
· A practical and immediate application of learning which can be implemented immediately.
· Services and solutions can provide organisations with a holistic solution thanks to our dual sector accreditation.

Organisational evolution

Organisations face ongoing challenges in today's competitive landscape that can be resolved with a proactive professional development and learning strategy. Some of these challenges may sound familiar:

· The need for cultural change
· Managing costs, budgets, and growth
· Market competition
· Ongoing re-organisation
· Leadership capability
· Effectiveness of management teams
· Digital literacy and technological advances
· Evolving skill requirements in the years to come

"Everyone gets lost sometimes. We help them find their way."

Jo Bradshaw
Facilitator,
Swinburne Edge

Our method

Training Needs Analysis	Customisation	Implementation	Continuous Improvement
We use a blend of our expertise and industry-leading tools to conduct a client needs analysis. Done hand-in-hand with our clients, we uncover their learning opportunities and challenges, and establish exactly what they want to achieve.	Every organisation operates differently. We focus on creating tailored professional learning that transforms employee skill sets in line with each unique organisation, from accredited qualifications to short courses.	Our expert team delivers the goods. From internal curriculum and instructional design capabilities, to our project managers and best-in-field facilitators, your learning program is rolled out with care from day one.	Throughout our clients' learning programs, we track the progress and experience of the participants, create delivery reporting, and liaise with our clients to ensure that we are on track and delivering solutions.

Live Online training

Our **Live Online** training is delivered to you live, providing similar interactions as face to face training with the benefits of remote access. The training is delivered through video conferencing and discussion board platforms. Workshops are broken into interactive video sessions, including presentations and distribution of materials and discussion board based activities. These courses offer the same great quality course and human connection that our classroom delivery does from the comfort of your own home.

Live Online for businesses

For those seeking quick, effective business solutions, our highly customisable Live Online training offers delivery through short bursts of engaging snackable content such as half hour sessions to full consecutive days depending on individual business needs.

By combining our expertise with available technologies, our Live Online model of delivery has been designed to offer greater flexibility, time-saving, and higher velocity outcomes by reaching your staff with relevant and engaging content no matter where they are.

The Live Online e-learning experience still ensures that informative, transformative and interactive content is delivered to learners; allowing for them to return to the workplace inspired, motivated and more skilled.

Live Online for individuals

If you've found yourself with an excess of downtime at home, this will be an opportunity to sharpen skills and develop new ones, to be proactive and become a workplace powerhouse for when things kick back into gear.

We've been working hard to make sure we are still able to deliver our courses to you, without losing the important human connection that our classrooms allow. Our Live Online courses will find you wherever you are.

867   **Total workshops delivered in 2025**

The benefits of Live Online learning

- Interact with learning peers
- Improve technical skills
- Access content from anywhere
- Lower commuting costs
- Learn in a convenient environment
- Engage with expert facilitators in real-time
- Develop work-from-home capabilities
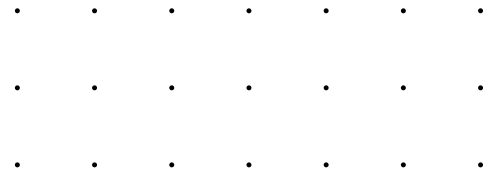- Improve virtual communication and collaboration skills
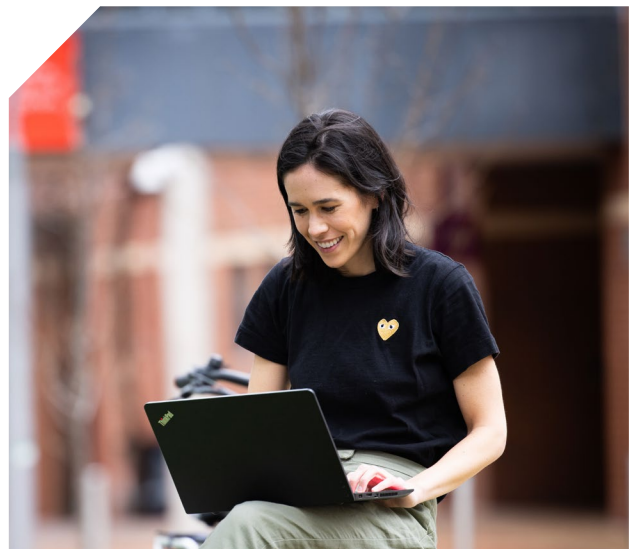
"The facilitator was fantastic... We discussed the current climate and [the facilitator] encouraged us to base our assignment on how we are currently living our lives. It was a very positive and motivating class."

Live Online participant

Build and Sustain an
Innovative Working
Environment

2026 course key

Evidence
Candidates must provide evidence of knowledge at the time of enrolment.

Pathways*
Courses at Swinburne Professional are designed to get you qualified efficiently. Upon completion of certain short courses and qualifications that have a pathway option, participants have the option to enrol and undertake assessments for specific qualification units. This means participants aren't repeating their studies, which saves money on further study fees.

Flexible delivery and assesment*
Participants have the opportunity to learn through an accelerated pathway program which takes into consideration their time and work commitments. The flexible nature of the qualification means that subjects can be delivered and assessed in a manner that provides the most value to participants.

Customised programs
Programs can be fully customised to meet specific business needs, and can be delivered to multiple employees within an organisation; which is a strategy that drives powerful cultural change.

Building networks
The program provides an opportunity to network with like-minded professionals from a diverse range of industries, and we encourage participants to build professional relationships and support each other throughout the learning process.

Recognition of prior learning (RPL)
Participants can attain recognition of their skills and knowledge through RPL. We can review their evidence of competency and assess if the participant qualifies for RPL.

Graduate pathways
Graduates with at least five years of management experience may receive unit exemptions for Swinburne's MBA program after successfully completing certain Gradate Certificates. Contact us to find out your eligibility to pathway these qualifications into a MBA.

Live Online delivery
Training delivered to you live, providing similar interactions as face-to-face training with the benefits of remote access. These courses offer the same great quality course and human connection that our classroom delivery does from the comfort of your own home. For more information, please refer to page 8.

Course for organisations
These short courses are designed for groups and can be rolled out within your organisation, delivered Live Online or at your premises.

Fees are reviewed each year and are subject to change.

* Participants would have the option to enrol and undertake assessment for the specified nationally recognised units of competency that pathway into the relevant qualification.

Course Index

Professional Development

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Short courses

Enjoy leading facilitators, learn alongside professional peers, and take skills straight back to the workplace.

Learning for professionals

Swinburne Edge has designed our learning for professionals. We leverage years of existing knowledge and expertise, and transform it into an accelerated and more effective learning experience. We respect participant's existing skills and emotional intelligence, allowing us to focus on the new learning areas. These professional development short courses and Masterclasses are available in a broad range of business disciplines, including:

Short courses at a glance

Business Skills

Coaching and Innovation

Communication Skills

Finance and Strategy

Information Technology

Leadership and Management

Organisational Change

Personal Effectiveness

Project Management

Scan for more info about our short courses

Business skills

Business Analysis

🕐 **2 days**   📍 **Live Online** $ **1600**

The role of a Business Analyst has changed substantially in recent years. While specialist Business Analysts still have a place, the ability to undertake Business Analysis tasks is now a core skill for most professionals.

This course gives professionals the skills to transform a business and teaches them how to become architects of change at their workplace.

This course is consistent with the International Institute of Business Analysis Guide to the Business Analysis Body of Knowledge (BABOK® Guide)

Enquire now ⟋

Negotiation Skills

🕐 **1 day**   📍 **Live Online** $ **900**

We're constantly negotiating in our lives; whether it's in our personal relationships, making sales, or working with our colleagues; and negotiation is about achieving positive outcomes while maintaining relationships. This Negotiation Skills short course will give you practical techniques to negotiate for both the large and small outcomes. Participants come away with increased confidence, clarity of their negotiation purpose and a framework to manage their future negotiations.

This course shows you how to utilise your strengths, successfully offset your weaknesses and increase your overall power in any negotiation.

Enquire now ⟋

Contract Management Essentials

🕐 **2 days**   📍 **Live Online** $ **1600**

Contract Management Essentials is a short course that takes you through the contract life cycle, and as a professional, you'll be able to manage the establishment and ongoing monitoring of contracts. Most roles are impacted by contracts, from marketing to finance and beyond, so this short course is essential for anyone seeking to grow their career.

You will learn the concepts and techniques for tendering, negotiating, managing risk, and administering contracts; whilst building ongoing, sustainable, and mutually beneficial relationships with suppliers.

Enquire now ⟋

Masterclass: Design Business Strategy

🕐 **2 days**   📍 **Live Online** $ **2000**

Developing the ability to understand and develop strategic approaches in diverse and complex environments is an important skill for modern leaders.

This two day workshop provides the opportunity to critique and apply strategic models. Decision making frameworks, strategic theory and processes that offer value in complex and dynamic business environments are explored and evaluated. Participants will be empowered with tools and techniques that can be readily applied in the workplace.

Pathway opportunities
- 10840NAT Graduate Certificate in Applied Business

Enquire now ⟋

SS-AUDIT1 Lead Auditor Training

SS-AUDIT1 Lead Auditor Training

🕐 **5 days** 📍 **Live Online and Face-to-face (Hybrid)** **5 intensive clusters**

Our Lead Auditor Training course gives you the skills and knowledge to become a quality auditor.

This course is ideal for practitioners who have an understanding of quality management and for those who have been, or will become, involved in internal quality assurance audits.

Upon completion, you'll have a comprehensive understanding of techniques and methodologies required to effectively audit a quality management system and be able adapt your new skills to any auditing process.

What you will learn

- How to initiate a quality audit
- How to participate in a quality audit
- How to lead a quality audit
- How to report on a quality audit
- How to implement continuous improvement into your own and other work practices.

Fees

The total fee for the SS-AUDIT1 Lead Auditor Training is $2,940.

Course structure

All workshops are conducted over five days through an action-based learning methodology.

As a recognised training partner with Exemplar Global, Swinburne Professional offers this Lead Auditor Training course as a skill-set SS-LeadAudit that is certified under the Exemplar Global Training Provider Examination Scheme for Quality and OHS auditor.

Entry requirements

Participants should be familiar with ISO 45001:2018, AS/NZS ISO 9001:2016, AS/NZS ISO 19011:2019.

Credit transfer

Credit is granted in recognition of previous study and allows students to gain advanced standing towards their course. Applicants are assessed on a case-by-case basis. Learn more about credit.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) allows students to gain credit (advanced standing) towards their course in recognition of skills and knowledge gained through work experience, life experience and/or formal training. Applicants are assessed on a case-by-case basis. Learn more about RPL.

Further accreditation

This course is recognised by the Exemplar Global Training Provider Examination Scheme for Quality and OHS auditors. It will allow successful participants to apply to Exemplar Global for certification as a provisional auditor.

Please note that this course covers both the requirements specific to Quality Management and Occupational Health and Safety management system audits. You will also learn the skills to effectively lead a team of auditors, and the course will provide you with a solid knowledge of planning and conducting management system audits.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au.**

Coaching and innovation
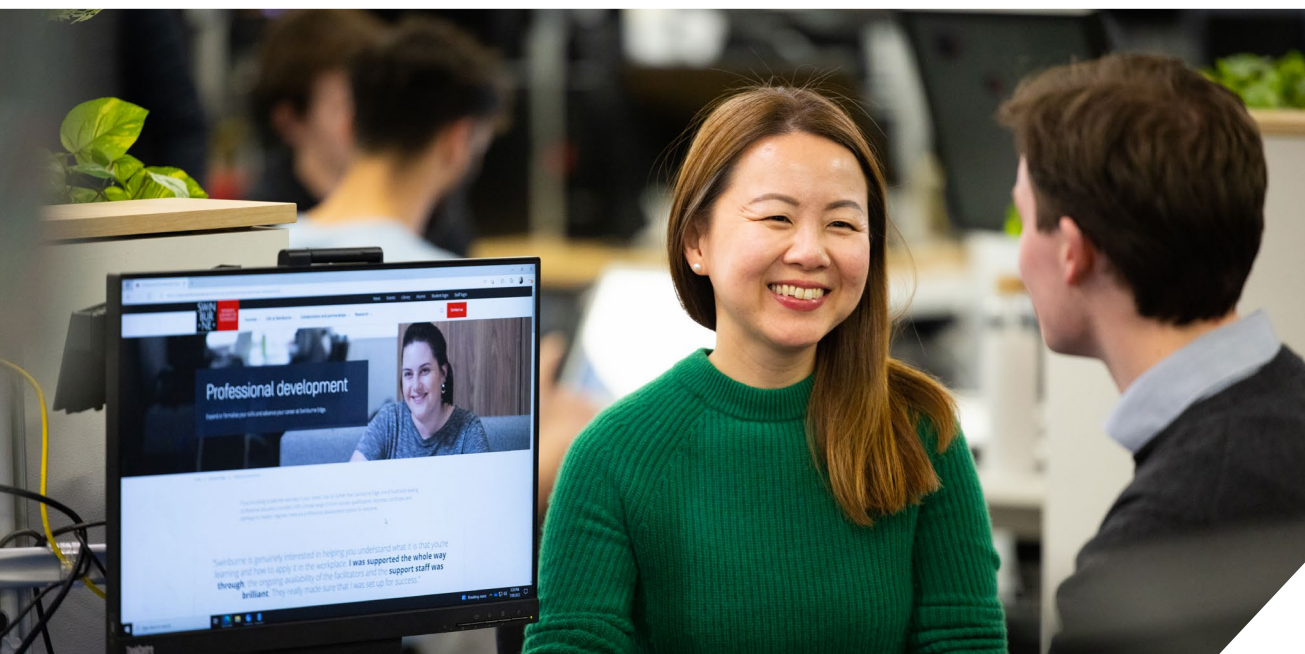
Masterclass: Lead Innovative Thinking and Practice

🕐 **2 days**   📍 **Live Online, Face-to-Face** $ **2000**

Developing an understanding about how innovation can be applied in a corporate environment has become a necessity for modern leaders working in competitive environments. Corporate innovation is multi-dimensional, and this course equips you with the knowledge and tools to develop and sustain innovation, for a competitive advantage within your enterprise.

This Masterclass empowers you with tools and techniques that you can immediately apply in the workplace.

Pathway opportunities
- BSBSTR801 Lead innovative thinking and practice (completion of two more workshops required).
- The above can be credited towards the 10840NAT Graduate Certificate in Applied Business (entry requirements apply).

Enquire now ⇱

Masterclass: Leader as Coach

🕐 **2 days**   📍 **Live Online** $ **2000**

Coaching empowers leaders to think differently and is an essential leadership skill. It supports leaders in creating self-awareness through integrated thinking and observation. Leaders with the skills to coach are more effective at motivating their teams, creating connections, building trust and fostering an environment of innovation.

This is a hands-on program that teaches participants how to become coaches themselves, or coach their colleagues and leaders to new heights. In this Masterclass you will learn how to expand your self-awareness by offering different perspectives to design actions. Through coaching you can learn to build trust and rapport within your team. You'll also boost your communication skills by using active listening, reflection, empathy and powerful questioning.

Enquire now ⇱

"People can always choose to sharpen their skills and impact their career in a positive way."

Participant
Digital strategist

Communication skills

Business Writing Skills

🕐 **1 day** 📍 **Live Online** $ **900**

Learn how to write clear, bold, engaging and error-free business communications. From emails to proposals and everything in between, solid business writing skills are central to your own professional brand.

This practical course will show you how to plan, organise and structure your writing. You'll grow to communicate using clear and easily understood language and produce a wide range of business documents. You'll also learn to adjust your writing style to suit the requirements of the topic and the reader, as well as edit and proofread your work for a mistake-free outcome.

Enquire now ⮕

Confident Communication - Improving your confidence and assertiveness

🕐 **1 day** 📍 **Live Online** $ **900**

In this one-day workshop you will discover techniques to change your self-perception, which will improve both your confidence and ability to communicate more effectively. We focus on helping you develop communication skills which will enable you to speak up for yourself without compromising oneself and others. This course will provide you with a positive mindset to improve your ability to communicate with confidence and influence inside and outside your workplace.

Enquire now ⮕

Conflict Resolution

🕐 **1 day** 📍 **Live Online** $ **900**

Conflict within the workplace can impact productivity and staff morale. Conflict resolution is a one-day interactive course that involves participation in case study scenarios, group work and self-evaluation activities to reduce workplace conflict.

You will learn to identify and deal effectively with difficult people and situations by using tools and techniques that create positive communication. You'll also learn to switch on your active listening and problem solving skills. The ability to move past conflict and into collaboration is a priceless skill to have.

Enquire now ⮕

How to Have a Difficult Conversation

🕐 **1 day** 📍 **Live Online** $ **900**

Difficult conversations are all around us, and they only become more difficult if we don't know how to participate in them effectively. If you are the sort of person who avoids conflict, shuts down in challenging conversations or takes an aggressive stance, this course is designed for you.

We focus on understanding why some conversations are more difficult than others, and why that makes them more important to tackle effectively. We'll examine some challenging situations in the workplace and provide participants with a set of simple skills to improve their ability to deal with difficult conversations and conflict in a more confident and constructive way.

Enquire now ⮕

Communication skills

Empowering Women in the Workplace

⏱ **1 day**   📍 **Live Online** $ **900**

This course is designed to help you communicate with clarity and confidence to reach your full potential. It identifies your natural strengths and helps you to unpack societal conditioning, allowing you to embrace your authentic self, abilities and skills to increase your influence and personal power.

It is perfect for both women seeking to improve their influence in the workplace, and anyone who wishes to break down unconscious gender biases.

Enquire now ⬈

Mediation Training

⏱ **1 day**   📍 **Live Online** $ **900**

Mediation is a process where someone who is not a participant of a dispute (the mediator) helps the disputing parties find options to resolve their conflict. This course provides the fundamental skills on how to be a mediator and covers the policy framework around the management of mediation.

You will learn to develop clear mediation guidelines, effectively prepare for mediation, settle the dispute through mediation and finalise and review the mediation.

Enquire now ⬈

Mastering the Art of Workplace Storytelling

⏱ **2 days**   📍 **Live Online, Face-to-Face**   QUOTE

This course has been created and written by award winning filmmaker Jason van Genderen, who also has extensive background working with marketing agencies and training organisations on their storytelling capacity. This course is intended for team participants looking to leverage their presentations, pitches and communications by adapting humanistic storytelling techniques.

These techniques can be adapted to suit both internal communications as well as external needs.

This course is for organisations only.

Enquire now ⬈

Finance and strategy

Finance for Non-Finance Managers

🕐 **2 days**   📍 **Live Online** $ **1600**

In most roles, there comes a time when you need to understand financial figures or the monetary consequences of actions in the workplace.

This course aims at teaching participants the fundamentals of finances within businesses, including deciphering accounting jargon and how the numbers fit with the rest of the business. The course progresses to understanding the primary financial statements of all businesses.

By equipping yourself with a financial understanding at your workplace, you will gain practical skills that will improve your knowledge and confidence.

Enquire now ⇗

"I really enjoyed [the facilitator's] approach and her willingness to share her experiences. She went above and beyond to share additional resources that expanded and enriched our understanding"

Participant
Masterclass: Agile Project Management

Information technology

Microsoft Excel Introduction

🕐 **1 day**   📍 **Live Online** $ **470**

Microsoft Excel is an incredibly useful core program used in most workplaces, however the vast majority of Excel users only scratch the surface of its capabilities.

This one-day course is the perfect start to the world of Excel, ensuring you establish good habits from the outset.

You will learn how to set up a spreadsheet correctly so formulas and functions work every time and undertake some basic tasks that will enable you to produce reports, budgets, and lists.

This course is the starting point to being able to create professional spreadsheets, graphs, and other Excel tasks with efficiency.

Enquire now ☟

Microsoft Excel Intermediate

🕐 **1 day**   📍 **Live Online** $ **470**

This one-day course builds on basic skills as participants learn how to create a systematic approach to Excel formulas and tasks. Becoming more efficient at spreadsheets is just the start.

This course is suitable for Excel users who wish to extend their knowledge and skills beyond building simple workbooks.

Prerequisite
· We recommend participants have basic understanding of Microsoft Excel in order to do the Excel Intermediate course.

Enquire now ☟

Microsoft Excel Advanced

🕐 **1 day**   📍 **Live Online** $ **470**

Microsoft Excel is a powerful tool and this course will take you to a new level. Learn skills using functions beyond building basic workbooks including productivity, consolidation, linking, analysis tools, and automating workbook operations using macros.

This one day short course is perfect for experienced Excel users who want to take their skills to the absolute peak of the program's ability.
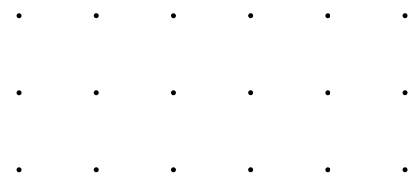
Prerequisite
· Completion of Microsoft Excel Intermediate course or equivalent skill level.

Enquire now ☟

Leadership and management

Leadership Development Program

🕐 **1 day**   📍 **Live Online** $ **900**

This one-day course is designed to develop your skills and potential to lead people. Focusing on tools and case studies you can apply immediately at work, you will examine what it takes to be a credible and effective leader.

You will learn new approaches to help you communicate effectively, motivate and engage team members, and deliver results. You will also develop skills to understand how to apply different strategies to develop your staff and how to deal with operational and staff management issues.

Enquire now ⌲

Managing for Maximum Performance

🕐 **1 day**   📍 **Live Online** $ **900**

This program focuses on how to motivate your team to achieve their potential, and why just telling people what to do or improving work benefits is not enough. You will learn new skills to boost teamwork and morale using proven communication, planning and goal-setting strategies. You will also be challenged to identify your personal leadership style and learn to adjust it to motivate your employees and increase their productivity.

As an outcome, you will be able to tackle challenges, solve problems and mediate differences using practical management tools and techniques.

Enquire now ⌲

Masterclass: Transformational Leadership

🕐 **2 days**   📍 **Live Online** $ **2000**

This two-day Masterclass teaches the theory, methods, models and processes of being a leader capable of taking an organisation through change.

You will learn how to analyse the impact and role of leadership during organisational change, and how to transition from reactive leadership to collaborative, interdependent and proactive leadership.

You will learn to review your personal efficacy, personal competence, and your ability to build an effective organisational and workplace culture.

Pathway opportunities
- BSBLDR811 Lead strategic transformation (completion of two more workshops required).
- The above pathways into 10840NAT Graduate Certificate in Applied Business (entry requirements applied).

Enquire now ⌲

Leading in a Hybrid Environment

🕐 **1 day**   📍 **Live Online** $ **900**

This one-day course is designed to provide you with key insights to understand the positive impacts that a hyprid workplace can provide with the right leadership framework.

We'll teach you four leadership competencies and the skills to develop an action plan to effectively lead in a hybrid environment.

Enquire now ⌲

Leadership and management

New Supervisor

🕐 **2 days**   📍 **Live Online** $ **1600**

This course is perfect for new or inexperienced supervisors so they can navigate the tricky transition from team member to take-charge leader. This two-day course will help build confidence and competence in the practical skills you need to be an effective supervisor.

You will learn how to adjust to your new role purpose, responsibilities, expectations and challenges, as well as adapt your communication and leadership style. You'll also gain a series of tools to help you supervise and lead.

Enquire now 🖱

Positive Leadership

🕐 **2 days**   📍 **Live Online** $ **1600**

Facilitating the performance of others to be at their best is the art of great leadership. This is broadly accepted, but getting the best out of others still poses a challenge for many of those in leadership positions.

In this two-day program, participants will learn about how emotions, in particular positive emotions, exert a powerful impact on motivation and performance. They will also learn why they are key to achieving employee engagement. Participants will be introduced to the seven leadership behaviours needed to build positivity within their teams and will then be facilitated in building their own 'positive leadership' strategy for implementation back in the workplace. Participants will be required to complete a Strength Profile prior to attending the workshop.

Enquire now 🖱

Critical Thinking and Problem Solving for Local Government

🕐 **1 day**   📍 **Live Online, Face-to-Face**   QUOTE

This course offers a deep dive into practical problem-solving frameworks and critical thinking techniques, ensuring participants can navigate intricate issues with clarity and creativity. By embracing principles-based decision-making and innovative analytical approaches, participants will not only enhance their personal competencies but also contribute to their councils's strategic goals and uphold public trust in their decision-making processes.

Apply critical reasoning and creative thinking to generate, evaluate, and recommend options that serve the community and support council strategies.

This course is for organisations only.

Enquire now 🖱

Organisational change

Masterclass: Change Management

🕐 **2 days**   📍 **Live Online, Face-to-face** $ **2000**

In a world of ongoing uncertainty and unpredictability, the only constant is change itself. Change management has now become an important and expected work attribute, but transitioning to become a true change master is what will differentiate companies and leaders going forward.

In this workshop, you will learn how to deeply understand the dynamics of change and to employ a change management strategy to turn challenge and crisis into opportunities. Discover how to make the leap from being an effective change manager into a highly valued and empowering change master with the ability to devise your own change management plan.

Pathway opportunities
- BSBLDR601 Lead and manage organisational change (completion of two more workshops required).
- The above pathways into 10840NAT Graduate Certificate in Applied Business. (entry requirements only).
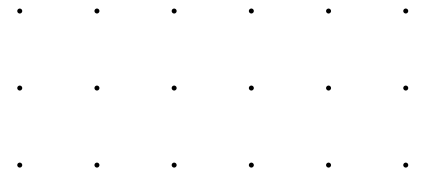
Enquire now 🖱

"Facilitator was fantastic and engaging. She made it relatable and was easy to understand. The tools provided apply to a range of different company sizes and maintains relevancy."

Participant
Masterclass: Change Management

Personal effectiveness

Emotional Intelligence Training

🕐 **1 day**   📍 **Live Online** $ **900**

Emotional Intelligence Training provides an introduction to the topic of emotional intelligence (EI), focusing on the practical application of EI concepts. Through completion of a Genos Emotional Intelligence Assessment, you are provided with the perspective and opportunity to deepen your awareness of the aspects of your emotional intelligence areas for development.

You will learn to understand the theory of EI, recognise the relationship between EI and success, gain knowledge on how to demonstrate greater self-awareness and study to understand others. You will also be able to manage your emotions and build personal resilience.

Participants will be required to complete a Genos assessment prior to attending the workshop.

Enquire now ⬚

Resilience, Stress Management and Mindfulness

🕐 **1 days**   📍 **Live Online** $ **900**

One in three people experience a mental health issue during their lifetime, and one in five experience a significant mental health incident. These figures continue to increase, and workplace pressures aren't easing up. This course centres participants in their lives, both professional and personal. We equip them with the skills on how to better equip themselves to manage stress, be more resilient, manage their energy better, and step onto a path of self-care.

This course provides supportive and practical strategies that help participants to think about their habits, shift and change, and be their best. This course teaches emotional management, self-regulation, and the ability to positively influence others and yourself. We break down circular thinking and shift negative thinking.

Participants gain an awareness of their mindsets and internal questions, and are taught how to reframe negative, stressful thinking into calmer, practical strategies.

Enquire now ⬚

Project management

"The facilitator was an excellent, knowledgeable and personable facilitator who responded to the needs of the group and ensured a high level of learning and understanding was reached."

Participant
Project
Management
Fundamentals

Project Management Fundamentals

🕐 **2 days**　📍 **Live Online**　$ **1600**

This two-day course is designed for people who want to quickly and efficiently learn the important principles of project management and how to apply them. Learn what the experts know and do.

You will gain a sound understanding of the core principles of project management, a detailed knowledge of what is needed to competently manage a project, an understanding of the different project methodologies and the ability to confidently apply these new skills.

**Enquire now** ⌖

Masterclass: Agile Project Management

🕐 **2 days**　📍 **Live Online, Face-to-face**　$ **2000**

This two-day Masterclass begins by providing a background to Agile methodologies and their philosophy, values and principles. The key reasons for adopting Agile is discussed alongside the use of the Scrum framework to describe the delivery life cycle.

The challenges of implementing Agile in organisations will also be covered in this program. Participants will be asked to consider both the applicability and readiness of their respective organisations for Agile adoption, with the aim of creating a road map for implementation back into the workplace.

Enquire now ⌖

Certificate and Diploma courses
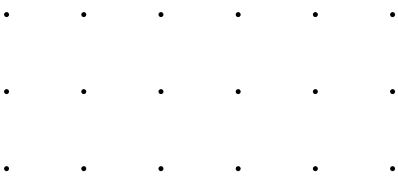
Enjoy leading facilitators, learn alongside professional peers, and take skills straight back to the workplace.

Qualifications for professionals

Swinburne Edge has designed our learning for professionals. We leverage years of existing knowledge and expertise, and transform it into an accelerated and more effective learning experience. We respect participant's existing skills and emotional intelligence, allowing us to focus on the new learning areas. These professional development short courses and Masterclasses are available in a broad range of business disciplines, including:

Benefits of accelerated study

- Make the most efficient use of your time.
- Attend workshops between one and two days per month and complete your qualification in as little as six to ten months.
- Broaden your knowledge by learning from other participants from a variety of industries and roles.
- Discuss a broad range of current business topics related to the content of your course.
- Apply what you learn to your current role, increasing your skills and productivity.
- Develop and increase your career prospects by gaining a nationally recognised qualification.

Scan for more info about our qualifications

BSB40920 Certificate IV in Project Management Practice

BSB40920 Certificate IV in Project Management Practice

🕐 **6-8 months**   📍 **Live Online   4 intensive clusters, 6 days**

The Certificate IV in Project Management Practice is designed to develop your skills and knowledge as a project manager. You will learn about the project life cycle and how to communicate effectively in written form, gain a formalised understanding of project risk factors, develop capabilities to enable you to engage and communicate with key stakeholders, and adopt a framework of continuous improvement.

Completion of this course enables you to apply for BSB50820 Diploma of Project Management, which is endorsed by the Australian Institute of Project Management.

What you will learn

- How to identify the phases of a project life cycle.
- How to establish and manage the project scope.
- How to manage project costs.
- How to apply risk and quality management techniques for continuous improvement.
- How to engage with key stakeholders effectively.

Entry Requirements
Applicants should have at least 12 months of full time work experience.

Fees
The total fee for the BSB40920 Certificate IV in Project Management Practice is $4,630. Participants will be advised of any fee increases.

Course delivery
This is an accelerated course and you will attend four intensive workshops delivered over a total of six days. Online assessment work is required after attending each workshop.

How to apply
Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au.**

To view the workshop dates and course planner, please visit our website at **swinburne.edu.au/swinburne-professional/personal-development/.**

Course outline

All nine units must be successfully completed. The nine units are clustered into four workshops and participants must complete the first two clusters in listed order before taking up the remaining workshops.

Project life cycle
- BSBPMG428 Apply project life cycle management processes
- BSBOPS405 Organise business meetings

Project foundations
- BSBPMG420 Apply project scope management techniques
- BSBPMG421 Apply project time management techniques
- BSBPMG423 Apply project cost management techniques

Project quality and risk
- BSBPMG426 Apply project risk management techniques
- BSBPMG422 Apply project quality management techniques

Stakeholder engagement
- BSBPMG425 Apply project information management and communication techniques
- BSBPMG429 Apply project stakeholder engagement techniques

AIPM Endorsement

This courses is endorsed by the Australian Institute of Project Management (AIPM) and demonstrates through its material that the outcomes of the course are aligned to the Project Management Body of Knowledge (PMBOK® Guide) and the Business Services Training Package competency standards.

Completion of this course will allow you to apply for automatic recognition from the AIPM for the Certified Practicing Project Practitioner level of certification.

Completion of this course will grant you 40 C.P.D points towards your AIPM certification. For more information on how to apply for membership and certification with AIPM, you can visit their website.

AIPM is the premier body for project management in Australia. With over 8,000 members, it is also the largest and only national membership organisation for project management in Australia.

TAE40122 Certificate IV in Training and Assessment

TAE40122 Certificate IV in Training and Assesment

🕐 **6 months**   📍 **Live Online**   4 intensive clusters, 16 days

The Certificate IV in Training and Assessment enables you to gain an understanding of vocational education and develop the required skills and knowledge to be able to design, deliver and assess accredited and non-accredited courses for individuals or groups working in industry. You will be able to deliver and assess competency based on national training packages and qualifications.

This qualification is the minimum requirement to teach or assess accredited programs under the Standards for Registered Training Organisations (RTOs) 2015 and is highly desirable for any person seeking to teach Vocational Education. This qualification is also required in some workplaces delivering non-accredited training.

What you will learn

- design the structure and content of the learning program to meet learning needs
- be able to select the appropriate training package or accredited course where necessary
- determine the language, literacy, and numeracy (LLN) skill requirements of the course or training program, and determine the LLN skills of the participant group
- select and use appropriate resources and strategies to address LLN skills gaps
- prepare and deliver a training presentation while actively engaging the learners, across a range of learning styles
- develop rapport with learners and adapt your teaching style to maximise engagement in a positive, distraction-free learning environment

Entry Requirements
To enrol in this course you must have a vocational competency (defined as broad industry knowledge and at least 12 months of work experience) in training and assessment, which may include work experience or holding a relevant unit of competency or qualification.

Fees
The total fee for the TAE40122 Certificate IV in Training and Assessment is $6,430. Fees are reviewed each year and are subject to change.

Course delivery
This is an accelerated course that leverages your existing industry knowledge and skills. You will attend four intensive workshop clusters delivered over a total of 16 days as well as complete assessments.

How to apply
Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au**.

To view the workshop dates and course planner, please visit our website at **swinburne.edu.au/swinburne-professional/personal-development/**.

Course outline

The workshop clusters outlined below must all be completed successfully and done in the below order.

Intro to VET & Design Learning
- TAEPDD401 Work effectively in the VET sector
- TAEDES411 Use nationally recognised training products to meet vocational training needs
- TAEDES412 Design and develop plans for vocational training

Delivery and Facilitation
- TAEDEL405 Plan organise and facilitate learning in the workplace
- TAEDEL411 Facilitate vocational training
- TAELLN422 Use foundation skills resources, strategies and advice

Workplace Mentoring
- TAEDEL311 Provide work skill instruction
- TAEDEL412 Facilitate workplace-based learning
- TAEDEL414 Mentor in the workplace

Assessment cluster
- TAEASS404 Assess competence in an online environment
- TAEASS412 Assess competence
- TAEASS413 Participate in assessment validation

"Our facilitator was fantastic. Explained everything very well and in different ways so that everyone understood. She provided clarification of the delivery cluster and my expectations were exceeded by far!"

Participant
Certificate IV in Training and Assessment

BSB41419 Certificate IV in Work Health and Safety

BSB41419 Certificate IV in Work Health and Safety

🕐 **6 months**   📍 **Live Online**   **4 intensive clusters, 5 days**

This nationally recognised qualification provides students with an understanding of the skills required to administer various occupational health and safety functions.

Students will learn to interpret work health and safety (WHS) legislation in order to produce a legal framework, establish and maintain WHS quality systems, lead and induct WHS staff and contractors, respond to WHS incidents and claims, and learn how to introduce environmentally sustainable practices to the workplace.

What you will learn

- assist with providing advice about the legislative duties, rights, and obligations of individuals and parties prescribed in WHS legislation
- contribute to the processes of identifying WHS hazards, assessing WHS risks, and developing, implementing and evaluating risk controls according to legislative and organisational requirements
- contribute to setting up, running and improving WHS consultation and participation processes that are prescribed in legislation
- contribute to the implementation and maintenance of a Work Health and Safety Management System as it applies to your own work area and job role
- conduct individual and group instruction, demonstrate work skills, and asses the success of training and your own training performance using existing learning resources in a safe and comfortable learning environment
- assist with the WHS management of contractors with a strong focus on compliance with WHS organisational and legislative requirements
- assist with actions and activities performed in response to WHS incidents, which includes accidents
- assist with the management of workers' compensation claims, rehabilitation and return-to-work programs.

Entry Requirements
Students are required to have at least 12 months of relevant work experience and access to a suitable workplace, including relevant WHS policies, procedures and processes, to meet performance evidence requirements and complete the assessment tasks for the embedded units of competency. Students must also have access to working professionals in the WHS industry to collaborate with in order to complete assessment activities.

Fees
The total fee for the BSB41419 Certificate IV in Work Health and Safety is $4,794
Fees are reviewed each year and are subject to change.

Course delivery

The blended delivery mode involves a series of workshops to cover theory and coaching sessions addressing industry contexts. Participants complete a webinar induction, e-Learning modules, four clusters over a total of five days, and will submit assessments online via Swinburne's e-learning system, Canvas.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au.**

To view the workshop dates and course planner, please visit our website at **swinburne.edu.au/swinburne-professional/personal-development/.**

Course outline

Webinar Induction

WHS Compliance & Risk - Virtual Workshop
- BSBWHS412 Assist with compliance with WHS laws
- BSBWHS414 Contribute to WHS risk management

WHS Leadership & Management - Live Online Workshop
- BSBLDR411 Demonstrate leadership in the workplace
- BSBCMM411 Make presentations
- BSBWHS418 Assisting with managing WHS compliance of contractors

Implementing and Maintaining WHS - Live Online Workshop
- BSBWHS413 Contribute to implementing and maintaining WHS consultation and WHS processes
- BSBWHS415 Contribute to implementing WHS management systems

Responding to Incidents, Assisting Employees & Sustainability - Live Online Workshop
- BSBWHS416 Contribute to workplace incident response
- BSBWHS417 Assist with managing WHS implications of return to work
- BSBWRT411 Write complex documents

BSB50120 Diploma of Business

BSB50120 Diploma of Business

🕐 **12 months**   📍 **Hawthorn**   6 intensive clusters, 8 days

This course will suit those seeking the breadth and depth of knowledge across the business disciplines of management, finance, human resources and marketing.

The course is specifically designed for professionals working in a business role. It focuses on increasing practical skills and the capabilities required of contemporary managers and people working in administrative roles across a variety of contexts Assessment tasks focus on applying learning to the workplace.

What you will learn

- how to communicate with influence
- how to maximise your business through e-business solutions
- how to create an innovative work environment
- how to develop project plans and manage and implement projects
- how to manage business risks
- how to manage budgets and forecasts
- how to recruit and induct staff.

Entry Requirements

Applicants should have at least three years of full time work experience in a business related role.

Fees

The total fee for the BSB50120 Diploma of Business is $11,080.
Fees are reviewed each year and are subject to change.

Course delivery

This is an accelerated course that leverages your existing knowledge and skills. You will attend six clusters over eight days and complete an online assessment after attending each workshop. Participants may enter the course at any stage.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au.**

To view the workshop dates and course planner, please visit our website at **swinburne.edu.au/swinburne-professional/personal-development/.**

Course outline

To complete this qualification, participants are required to successfully complete eight units. The eight units are clustered into six workshops, and workshop clusters can be completed in any order.

Innovation and critical thinking
- BSBSTR501 Establish innovative work environments
- BSBCRT511 Develop critical thinking in others

Workplace communication
- BSBTWK503 Manage meetings
- BSBCMM511 Communicate with influence
- BSBXCM501 Lead communication in the workplace

Recruitment and sustainability
- BSBHRM525 Manage recruitment and onboarding
- BSBSUS511 Develop workplace policies and procedures for sustainability

Finance and risk
- BSBOPS504 Manage business risk
- BSBFIN501 Manage budgets and financial plans

e-Business solutions
- BSBOPS501 Manage business resources
- BSBTEC501 Develop and implement an e-commerce strategy

Undertake project work
- BSBPMG430 Undertake project work

Skender
Diploma of Business

"This course has been invaluable for me, it has boosted my confidence, helped me reassess my career, set goals for myself, and given me insights into the kind of skills employers are looking for now."

Read Skender's story at swi.nu/skender

BSB50320 Diploma of Human Resource Management

BSB50320 Diploma of Human Resource Management

🕐 **6-8 months**   📍 **Live Online**   **5 intensive clusters, 9 days**

This course is specifically designed for professionals working in a human resources (HR) role. It focuses on increasing practical skills and capabilities required of contemporary managers and people working in HR roles across a variety of contexts.

Using contemporary issues and practical concepts, the course equips students with the latest HR practices and knowledge for the Australian workplace.

What you will learn

- how to strategically plan from a HR perspective
- how to manage the recruitment and induction of staff
- how to manage risks
- how to manage performance and develop the required processes to support this
- how to manage employee relationships.

Entry requirements

Applicants should have completed the following units (or equivalent competencies):
BSBHRM411 Administer performance development processes;
BSBHRM412 Support employee and industrial relations;
BSBHRM415 Coordinate recruitment and onboarding; and
BSBHRM417 Support human resource functions and processes.
Equivalent competencies are predecessors to these units, which have been mapped as equivalent.
or
Have two years equivalent full-time relevant work experience.

Fees

The total fee for the BSB50320 Diploma of Human Resources management is $8,747
Fees are reviewed each year and are subject to change.

Course delivery

This is an accelerated course that leverages your existing industry knowledge and skills. You will attend five intensive workshops delivered over a total of nine days and complete online assessment work after attending each workshop.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au.**

To view the workshop dates and course planner, please visit our website at **swinburne.edu.au/swinburne-professional/personal-development/.**

Course outline

The nine units in the five workshop clusters outlined below must all be completed successfully. These units can be completed in any order.

Performance management
- BSBHRM521 Facilitate performance development processes
- BSBLDR522 Manage people performance
- BSBCMM511 Communicate with influence

Workforce learning and development
- BSBHRM523 Coordinate the learning and development of teams and individuals
- BSBHRM524 Coordinate workforce plan implementation

HR risk management
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBWHS521 Ensure a safe workplace for a work area
- BSBOPS504 Manage business risk

Employee relationships
- BSBLDR523 Lead and manage effective workplace relationships
- BSBHRM522 Manage employee and industrial relations
- BSBHRM527 Coordinate human resource functions and processes

Recruitment selection and induction
- BSBHRM525 Manage recruitment and onboarding

BSB50420 Diploma of Leadership and Management

BSB50420 Diploma of Leadership and Management

🕐 **6-8 months**   📍 **Live Online**   **7 intensive clusters, 10 days**

This course is designed for leaders and managers working in a professional environment. It focuses on increasing practical skills and capabilities required of contemporary managers across a wide variety of contexts.

It combines practical ideas with contemporary and topical management issues to provide students with skills and knowledge to use in the workplace.

What you will learn

- how to manage people effectively
- how to manage an operational plan
- how to develop and use emotional intelligence
- how to establish innovative work environments
- how to increase your team's performance
- how to communicate with influence.

Entry Requirements

Applicants should have at least three years of full time work experience and be working in a team leader, supervisor, or management role; or are building towards a career in management.

Fees

The total fee for the BSB50420 Diploma of Leadership and Management is $8,747. Fees are reviewed each year and are subject to change.

Course delivery

This is an accelerated course that leverages your existing industry knowledge and skills. You will attend six intensive workshops delivered over a total of nine days and complete online assessment work after attending each workshop.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au**.

To view the workshop dates and course planner, please visit our website at **swinburne.edu.au/swinburne-professional/personal-development/**.

Course outline

The twelve units in the six workshop clusters outlined below must all be completed successfully.

Professional development
- BSBPEF501 Manage personal and professional development

Operational change
- BSBOPS502 Manage business operational plans
- BSBPMG430 Undertake project work
- PSPGEN095 Facilitate change

Emotional intelligence (2.0)
- BSBPEF502 Develop and use emotional intelligence

Innovation and critical thinking
- BSBSTR501 Establish innovative work environments
- BSBCRT511 Develop critical thinking in others

Lead and manage teams
- BSBTWK502 Manage team effectiveness
- BSBLDR522 Manage people performance
- BSBCMM412 Lead difficult conversations

Lead and manage effective workplace relationships
- BSBLDR523 Lead and manage effective workplace relationships

Communicate with influence
- BSBCMM511 Communicate with influence

BSB50820 Diploma of Project Management

BSB50820 Diploma of Project Management

🕐 **6-8 months**   📍 **Live Online**   **5 intensive clusters, 8 days**

This course is designed to help working professionals improve their ability to define and manage projects while maximising productivity. The course covers project management theory, helps learners develop a structured project management methodology and identifies useful templates and tools to improve project management capability.

In application sessions, participants receive individual or small-group coaching based on their specific needs and requirements.

What you will learn

- How to manage multiple aspects of projects in their entirety across a variety of contexts
- How to develop the skills to manage projects and project teams
- How to apply the principles of time, quality and cost
- How to engage stakeholders
- How to apply risk management techniques
- How to manage the human resources aspect of projects
- How to apply project procurement principles
- How to apply project integration and governance in the workplace.
- How to communicate efficiently and with influence

Entry Requirements

Applicants should have at least three years of full time work experience and should be working in a project team or managing projects in their workplace.

Fees

The total fee for the BSB50820 Diploma of Project Management is $7,819.
Fees are reviewed each year and are subject to change.

Course delivery

This is an accelerated course that leverages your existing industry knowledge and skills. You will attend five intensive workshops delivered over a total of eight days and complete online assessment work after attending each workshop.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au.**

To view the workshop dates and course planner, please visit our website at **swinburne.edu.au/swinburne-professional/personal-development/.**

Course outline

The twelve units in the five workshop clusters outlined below must all be completed successfully and studied in the following order (excluding Communicate with Influence, which can be done at any time).

Communication in the workplace
- BSBCMM511 Communicate with influence
- BSBTWK503 Manage meetings

Project baselines
- BSBPMG530 Manage project scope
- BSBPMG531 Manage project time
- BSBPMG533 Manage project cost

Project leadership
- BSBPMG534 Manage project human resources
- BSBPMG538 Manage project stakeholder engagement
- BSBPMG535 Manage project information and communication

Project compliance
- BSBPMG532 Manage project quality
- BSBPMG536 Manage project risk
- BSBPMG537 Manage project procurement

Project integration
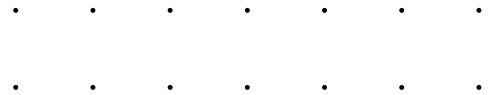- BSBPMG540 Manage project integration

AIPM Endorsement

This course is endorsed by the Australian Institute of Project Management (AIPM) and demonstrates through its material that the outcomes of the course are aligned to the Project Management Body of Knowledge (PMBOK® Guide) and the Business Services Training Package competency standards.

Completion of this course will allow you to apply for automatic recognition from the AIPM for the Certified Practicing Project Practitioner level of certification.

Completion of this course will grant you 40 CPD points towards your AIPM certification.

For more information on how to apply for membership and certification with AIPM, you can visit their website.

AIPM is the premier body for project management in Australia. With over 8,000 members, it is also the largest and only national membership organisation for project management in Australia.

AIPM
ENDORSED
COURSE

BSB50920 Diploma of Quality Auditing

BSB50920 Diploma of Quality Auditing

🕐 **6-8 months**   📍 **Live Online**   **4 intensive clusters**

In this nationally recognised qualification students will learn to participate in, initiate, lead on and report on a quality audit. To facilitate continuous improvement, to prepare and deliver a presentation on your finding and to communicate in an influential way during a group setting.

Participants also have the opportunity to learn through an accelerated pathway program which takes into consideration their time and work commitments.

What you will learn

- How to prepare for and participate in a quality audit as a member of a quality audit team
- How to initiate and organise a quality audit with an auditee
- How to lead an audit team as it runs a quality audit
- How to report on the outcomes of a quality audit and to take appropriate follow up action
- How to lead and manage continuous improvement systems and processes
- How to work within compliance framework and interpret compliance requirements
- How to prepare, deliver and review a presentation to a target audience
- How to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes
- How to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and others.

Course outline

The twelve units in the four workshop clusters outlined below must all be completed successfully and studied in the following order (excluding Communicate with Influence, which can be done at any time).

Lead Auditor
- BSBAUD411 Participate in quality audits
- BSBAUD511 Initiate quality audits
- BSBAUD512 Lead quality audits
- BSBAUD513 Report on quality audits
- BSBSTR502 Facilitate continuous improvement

Lead and Report in a WHS Environment
- BSBWRT411 Write complex documents
- BSBWHS515 Lead initial response to and investigate WHS incidents
- BSBWHS519 Lead the development and use of WHS risk management tools

Compliance Frameworks
- BSBAUD412 Work within compliance framework
- BSBAUD514 Interpret compliance requirements

Communication in the Workplace
- BSBCMM511 Communicate with influence
- BSBTWK503 Manage meetings

Entry Requirements

Applicants must have a minimum of three years of experience in audit or quality assurance.

Fees

The total fee for the BSB51615 Diploma of Quality Auditing is $6,115. Fees are reviewed each year and are subject to change.

Course delivery

This is an accelerated course that leverages your existing industry knowledge and skills. The course is divided into 4 clusters, delivered over 9 days. This includes the intensive Lead Auditor program, which is made up of 2 days on-campus, followed by 3 additional live online workshops. Face to face learning is supplimented with online resources, assessments and support. You will attend and complete online assessment work after attending each workshop.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au.**

edge@swinburne.edu.au.

To view the workshop dates and course planner, please visit our website at **swinburne.edu.au/swinburne-**

Exemplar Global Recognised

The Lead Auditor program is recognised by Exemplar Global. Attendees who successfully complete this course will receive a 12 months of an Exemplar Global Graduate Certification to boost their professional recognition and the option to apply for certification with the internationally recognised body as Provisional QMS/QMS Auditor (based on experience) or provisional OHS Auditor/ OHS Auditor (based on experience)

Bruce
Diploma of Work Health and Safety

"My new employer chose to hire me when I finished my qualifications with Swinburne Edge, in part because my studies were so relevant to the real world."

Read Bruce's story at swi.nu/brucej

BSB51319 Diploma of Work Health and Safety

BSB51319 Diploma of Work Health and Safety

🕐 **6-10** months   📍 **Live Online**   4 intensive clusters, 8 days

This nationally recognised qualification is suitable for people who coordinate and maintain the work health and safety (WHS) programs in an organisation.

What you will learn

- Contribute to the systematic management of WHS risk
- Conduct WHS risk management processes
- Contribute to the development, implementation, and maintenance of elements of a work health and safety management system
- Contribute to managing work health and safety information systems to support WHS management
- Manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing WHS
- Plan documents, draft text, prepare final text and produce documents of some complexity
- Plan, conduct and report on investigations of WHS incidents that have resulted in, or have the potential to result in, injury or damage
- Facilitate the development and use of WHS risk management tools.

Entry requirements

Students must hold all core units from the BSB41419 Certificate IV in Work Health and Safety or equivalent competencies. These equivalent competencies include:

BSBWHS412 Assist with workplace compliance with WHS laws.
BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes.
BSBWHS414 Contribute to WHS risk management.
BSBWHS415 Contribute to implementing WHS management systems.
BSBWHS416 Contribute to workplace incident response.

Applicant must have a minimum of 3 years of relevant work experience in the work health and safety industry

Fees

The total fee for the BSB51319 Diploma of Work Health and Safety is $4,794 regardless of the delivery method.
Fees are reviewed each year and are subject to change.

Assessment

Following the delivery of each cluster, participants will undertake an assessment which they will be given four weeks to complete.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au.**

To view the workshop dates and course planner, please visit our website at **swinburne.edu.au/swinburne-professional/personal-development/.**

Course outline

Manage WHS Procedures
- BSBWHS514 Manage WHS compliance of contractors
- BSBWHS520 Manage implementation of emergency procedures

Lead in a WHS Environment
- BSBWHS515 Lead initial response to and investigate WHS incidents
- BSBWHS519 Lead the development and use of WHS risk management tools

Managing WHS Risk
- BSBWHS513 Lead WHS risk management
- BSBWHS504 Manage WHS risks
- BSBWHS512 Contribute to managing work-related psychological health and safety

Managing WHS Quality Systems
- BSBWHS516 Contribute to developing, implementing and maintaining an organisations WHS management systems
- BSBWHS517 Contribute to managing a WHS information system
- BSBWHS522 Manage WHS consultation and participation processes

Course delivery

Live Online: Students attend four virtual workshops over a total of eight days where they will learn technical, leadership and management skills. Online assessments are required after attending workshops.
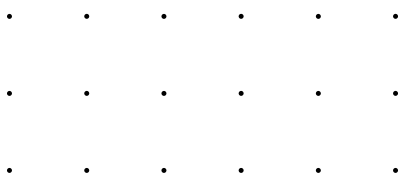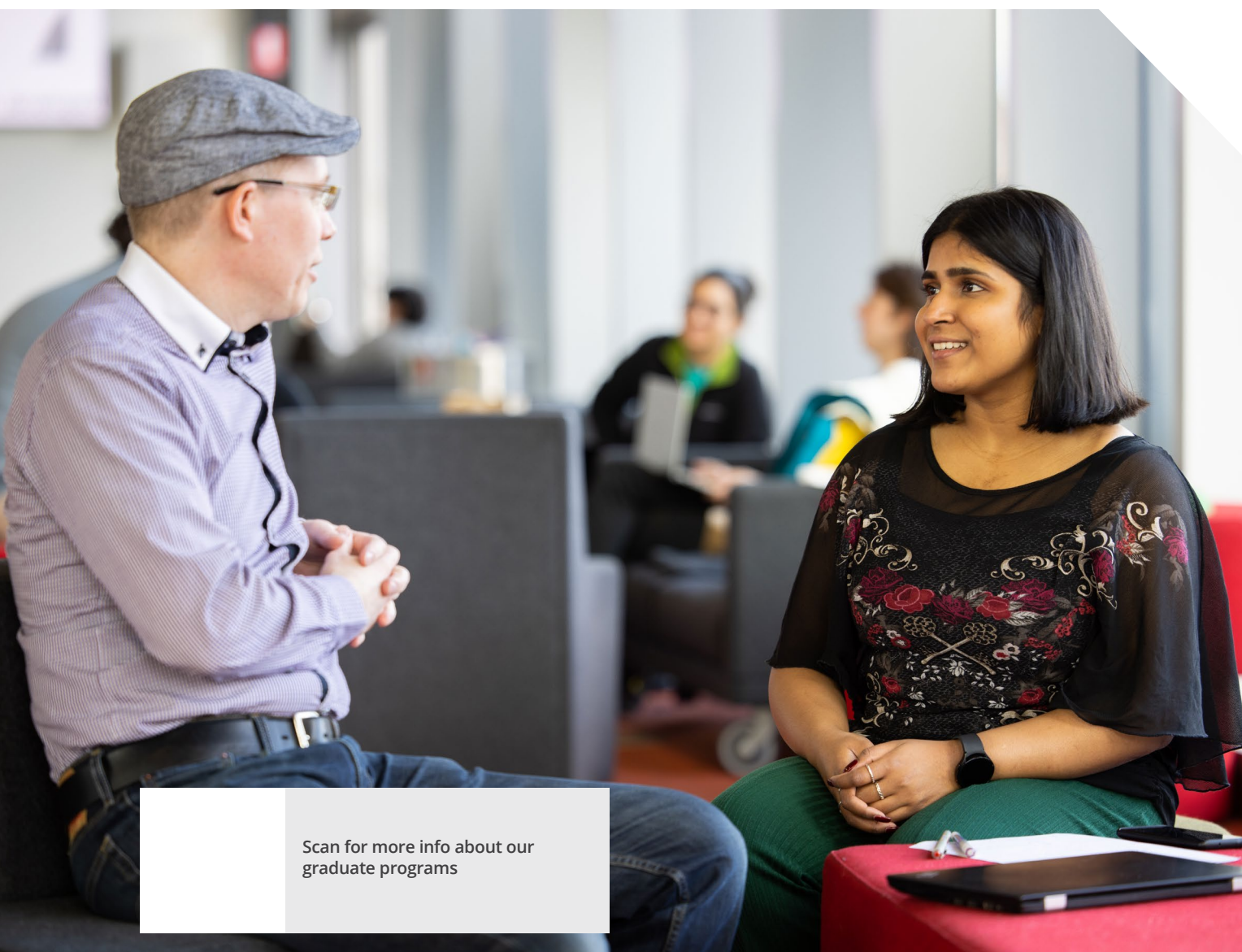
Graduate Programs

Our graduate certificates are a great way to grow both current and new skill sets in a manner that is far less time consuming than a traditional degree. They are a great option for professionals who want to deepen knowledge, improve job performance, position themselves for a promotion or prepare for a career change.

Grow your skill set.

Benefits of studying a graduate program

- Learn the skills required to be successful in your area of specialisation, not just the theory.
- Apply what you learn to your current role, increasing your skills and productivity.
- Broaden your knowledge by learning from other participants from a variety of industries and roles.
- Discuss a broad range of current business topics related to the content of your course.
- Develop and increase your career prospects by gaining a recognised qualification.
- Learning is targeted at professionals with current work experience or individuals who have graduated from a previous qualification.

Scan for more info about our graduate programs

SS-EXECCOA Executive Coaching Program

SS-EXECCOA Executive Coaching Program

🕐 **3-6 months**   📍 **Live Online**   **2 intensive clusters, 4 days**

This course provides participants with the advanced coaching knowledge and skills required to become a qualified organisational coach. The focus of the course is to develop the participant's coaching ability, and be able to successfully coach leaders and team members to excellence. Completed through a series of four day workshops, work-based projects and tele-tutorials, the program is designed to be a practical experience enabling participants to apply their coaching skills in organisational coaching contexts.

Participants also have the opportunity to learn through an accelerated pathway program which takes into consideration their time and work commitments.

Participants will learn how to:

- Apply coaching practices in organisational settings
- Influence others to gain commitment to implement coaching strategies
- Develop options for addressing problems in the workplace
- Identify learning gaps and create opportunities in the workplace to grow skills
- Utilise tools to identify individual and organisational characteristics, strengths, and behavioural preferences in work, learning and leadership.

Experienced industry facilitators

To teach this course, our facilitators are required to have significant experience in coaching, hold a minimum qualification of a Graduate Certificate, and must be accredited with the International Coach Federation (ICF) as either a Professional Certified Coach or a Master Certified Coach.

Fees

Tuition fees are based on $1,496 per unit of study. The total fee for the Executive Coaching Program is $7,480. Fees are reviewed each year and are subject to change.

Assessment

Projects are related to the participants' work environments and project assessments will be based on their level of understanding and how they apply their learning in the context of their workplace.

Participants develop their coaching skills through real-life practice and observation, and receive regular verbal and written feedback on their coaching competencies.

Entry Requirements

Standard Entry: A recognised bachelor degree as well as three years of managerial work experience**.**

Non-Graduate Entry: A recognised diploma as well as five years of managerial work experience.

Further accreditation and pathways

The Executive Coaching Program has been approved with 87.5 coaching hours and qualifies for ICF Approved Coach Specific Training Hours and Continuing Coach Education hours for ICF certification. This also provides a pathway to the full accredited coach training program; 11252NAT Graduate Certificate in Organisational Coaching.

Course structure

Participants must successfully complete two units of study to complete the program. Each unit includes workshops, project work, out of class study and assessment, and will be conducted over a 10-week period (or by customised arrangement).

Live Online delivery is 32 hours per unit, supported with tele-tutorials and coaching sessions to enhance learning objectives. Out of class study time and project work is estimated at 60 hours per unit.

All workshops are conducted over four days through an action-based learning methodology. Participants will experience business problems through reflection and problem solving, rather than traditional instruction.

Units of study

NAT11252001 Provide coaching in the workplace

This unit develops the basic professional skills and knowledge required to provide coaching in a workplace setting. The unit content has been written to ICF standards to address the ICF competency standards.

NAT11252002 Evaluate coaching needs and interventions

This unit develops the advanced knowledge and skills required to assess and evaluate coaching needs and the efficacy of the coaching intervention.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au**.

11252NAT Graduate Certificate in Organisational Coaching

11252NAT Graduate Certificate in Organisational Coaching

🕐 **6-12 months**   📍 **Live Online**

This course provides participants with the advanced coaching knowledge and skills required to become a qualified organisational coach. The focus of the course is to develop each participant's coaching ability and professional coaching expertise, and have a strategic understanding of leadership roles in order to coach team members to excellence.

Completed through a series of four-day workshops, work-based projects and tele-tutorials, the program is designed to be a practical experience enabling participants to apply their coaching skills as they coach leaders to excellence and through change within their organisation.

Participants will learn how to:

- Apply coaching practices in organisational settings
- Influence others to gain commitment to implement coaching strategies
- Research, analyse and review situations
- Develop options for addressing problems in the workplace
- Use tools to identify individual characteristics, strengths and behavioural preferences at work
- Identify organisational priorities and set goals for both individuals and teams at work
- Identify learning gaps and create opportunities in the workplace to grow skills
- Assess and implement performance measurement tools
- Apply effective communication and negotiation skills in the workplace.

Experienced industry facilitators

To teach this course, our facilitators are required to have significant experience in coaching, hold a minimum qualification of a Graduate Certificate, and must be accredited with the International Coach Federation (ICF) as either a Professional Certified Coach or a Master Certified Coach. Drawing on their extensive coaching experience and knowledge, our program facilitators provide support and share their industry and life experiences throughout the participant's learning'. They can guide and inspire participants to develop their career direction.

Fees

Tuition fees are based on $3,740 per unit of study. The total fee for the 11252NAT Graduate Certificate in Organisational Coaching is $14,960.

Fees are reviewed each year and are subject to change.

Assessment

Projects are related to the participants' work environments and project assessments will be based on their level of understanding and how they apply their learning in the context of their workplace.

Participants develop their coaching skills through real-life practice and observation and receive regular verbal and written feedback on their coaching competencies.

Course structure

To attain this qualification, participants must successfully complete four units of study. Each unit includes workshops, project work, out of class study and assessment, and will be conducted over a 10 week period (or by customised arrangement).

Live Online delivery is 32 hours per unit, supported with tele-tutorials and coaching sessions to enhance learning objectives. Out of class study time and project work is estimated at 60 hours per unit.

All workshops are conducted over four days through an action-based learning methodology.

Entry requirements

Standard Entry: A recognised bachelor degree as well as three years of managerial work experience**.**

Non-Graduate Entry: A recognised diploma as well as five years of managerial work experience.

Further accreditation and pathways

The 11252NAT Graduate Certificate in Organisational Coaching is approved for 134.38 hours of coach training by the ICF.

The unit may be used to gain credits into Master level study. Contact us to find out your eligibility.

How to apply

Contact us and speak to our friendly Course Advisors on **1800 633 560** or email **edge@swinburne.edu.au.**

Units of study

The following units must be completed in the given order.

NAT11252001 Provide coaching in the workplace

This unit develops the basic professional skills and knowledge required to provide coaching in a workplace setting. The unit content has been written to ICF competency standards.

NAT11252002 Evaluate coaching needs and interventions

This unit develops the advanced knowledge and skills required to assess and evaluate coaching needs and the efficacy of the coaching intervention.

NAT11252003 Apply professional coaching practices

This unit builds the professionalism and mastery demonstrated by coaches in all aspects of their work. The unit progressively enhances participants' performance in coaching and capability in establishing, leading and managing a coaching program within an organisation.

BSBLDR811 Lead strategic transformation

This unit describes the skills and knowledge required to analyse and lead organisational transformation and learning for strategic outcomes. It covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development and providing strategic leadership in a dynamic context.
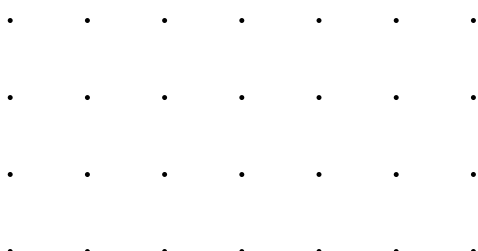
Contact us

📞 1800 633 560

✉ edge@swinburne.edu.au

🌐 swinburne.edu.au/swinburne-edge

Connect with us

Swinburne Edge