

# CENTENNIAL COLLEGE

Diverse Learning Environment • Commitment To Excellence



# **QUALITY & DIVERSITY**

LEARNING COMMUNITY



WELCOME

Centennial College is a family-owned and operated boutique institution in Sydney, Australia, established in 2017.

Our core mission is to offer vocational education and training to both local and international students, while also supporting the local community.

We are dedicated to delivering high-quality training and assessments, aiming to equip learners with nationally recognised qualifications.

Our teaching is driven by a passion for embracing diversity, which we believe

We are committed to a training approach that not only enhances students' employment prospects but also their overall well-being and quality of life. Our students are both supported and challenged, preparing them to critically and intelligently engage with a rapidly evolving world.

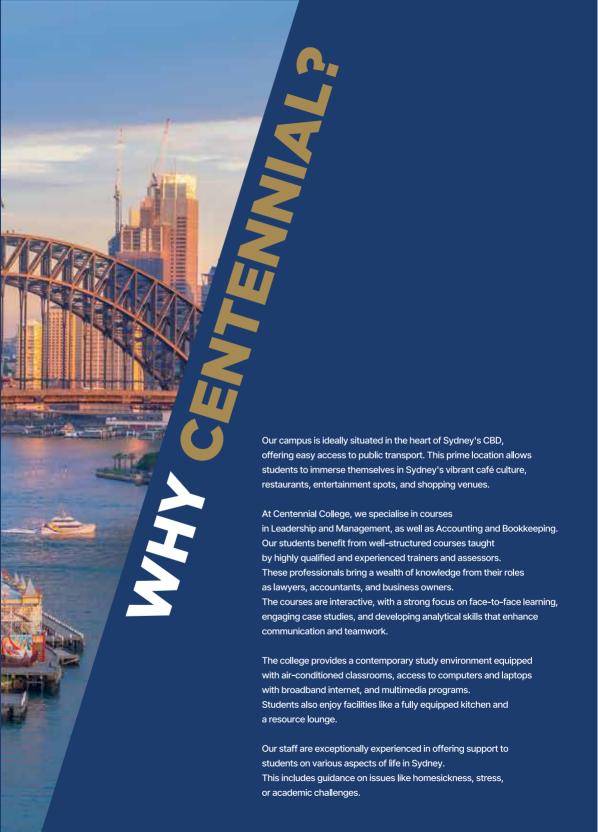
Our mission centers on providing tailored learning opportunities that meet individual and organisational needs.

We strive to ensure each student is skilled, ethically aware, and equipped to seize exceptional opportunities.

significantly enhances the quality of vocational education.

We focus on fostering a community that encourages and inspires its members to make positive contributions to the broader world.





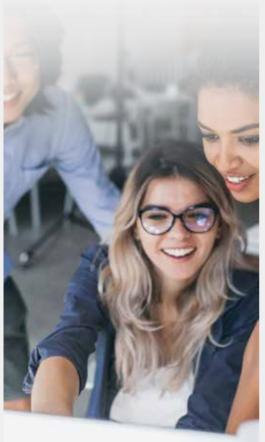




# > BSB40520

# CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

52 WEEKS



# **Course Description**

This qualification reflects the role of individuals working as developing and emerging leaders andmanagers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

#### Licensing / Regulatory Information

· No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Leaders at this level:

- · Assume responsibility or their own performance
- · Provide support to others
- May be responsible for organising the workload of other team member
- Analyse and evaluate information to inform leadershipdecisions

Students who complete this course can expect to gain roles as team leaders, manager, supervisor or coordinators in various industry and enterprise settings with titles varying across industries, but which may include:

- Coordinator
- · Leading Hand
- · Supervisor
- · Team Leader
- · Manager

Student who complete this course may wish to continue their education in courses such as:

- · BSB50420 Diploma of Leadership and Management
- · BSB60420 Advanced Diploma of Leadership and Management

Code	Title
BSBXCM401	Apply communication strategies in the workplace
BSBOPS402	Coordinate business operational plans
BSBLDR413	Lead effective workplace relationships
BSBLDR411	Demonstrate leadership in the workplace
BSBXTW401	Lead and facilitate a team
BSBOPS403	Apply business risk management processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBPEF402	Develop personal work priorities
BSBWRT411	Write complex documents
BSBLDR412	Communicate effectively as a workplace leader
BSBINS401	Analyse and present research information
BSBMKG434	Promote products and services

### **Course Details**

Course Code : BSB40520 CRICOS Provider : 104000B

Course Title: Certificate IV in Leadership and Management

Course Duration: 52 Weeks
Delivery Method: Face to Face

Assessments: Assessment will occur through a variety of methods including projects, incorporating role-plays, case

studies and short answer questions.

# **Fee Information**

The course fee is inclusive of the following items

- · The learning resources
- · Support Services
- Certificate and Statement of Attainment (does not include replacement certificates)

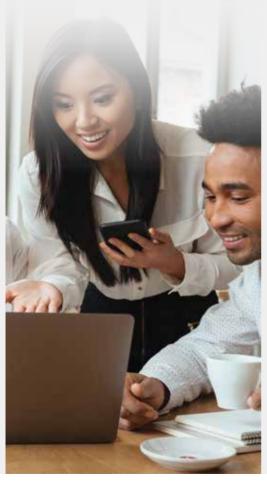
Estimated Total Course Cost: \$AU 6,000.00

- · Student must be at least 18 years old;
- Successful completion of Australian Year 11 or equivalent at minimum, or Certificate III in a related field;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
- Are able to provide evidence of an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old)
   OR be able to provide any of the following evidence of English language competence
  - that they were educated for 5 years in an English speaking country
  - that they have successfully completed the College's Language Literacy and Numeracy (LLN)
     Assessment followed by an interview
  - that they have successfully completed their Year 12 or equivalent in English language

# >> BSB50420

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

64 WEEKS



# **Course Description**

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others.

They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions tounpredictable problems, and identify, analyse and synthesise information from a variety of sources.

#### Licensing / Regulatory Information

· No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Possible employment outcomes with this qualification includes:

- · Area Manager
- · Business Manager
- · Department Manager
- · Human Resource Manager
- · Business Administration Manager
- · Store Manager

Student who complete this course may wish to continue their education in courses such as:

· BSB60420 Advanced Diploma of Leadership and Management

Code	Title
BSBPEF502	Develop and use emotional intelligence
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBOPS502	Manage business operational plans
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBFIN501	Manage budgets and financial plans
BSBLDR522	Manage people performance
BSBSTR502	Facilitate continuous improvement
BSBWHS521	Ensure a safe workplace for a work area
BSBTWK503	Manage meetings
BSBHRM522	Manage employee and industrial relations

### **Course Details**

Course Code: BSB50420 CRICOS Provider: 104362J

Course Title: Diploma of Leadership and Management

Course Duration : 64 Weeks Delivery Method : Face to Face

Assessments: Assessment will occur through a variety of methods including projects, incorporating role-plays, case

studies and short answer questions.

# **Fee Information**

The course fee is inclusive of the following items

- · The learning resources
- · Support Services
- Certificate and Statement of Attainment (does not include replacement certificates)

Estimated Total Course Cost: \$AU 6,000.00

- · Student must be at least 18 years old;
- · Have completed at least the equivalent of Year 12;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
- Are able to provide evidence of an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old)
   OR be able to provide any of the following evidence of English language competence
  - that they were educated for 5 years in an English speaking country
  - that they have successfully completed the College's Language Literacy and Numeracy (LLN)
     Assessment followed by an interview
  - that they have successfully completed their Year 12 or equivalent in English language

>>> BSB60420

# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

65 WEEKS



# **Course Description**

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in Leadership and Management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of Leadership and Management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

### Licensing / Regulatory Information

· No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Code	Title
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
BSBSUS601	Lead corporate social responsibility
BSBXCM501	Lead communication in the workplace
BSBTEC601	Review organisational digital strategy
BSBHRM614	Contribute to strategic workforce planning
BSBFIN601	Manage organisational finances

### **Course Details**

Course Code: BSB60420 CRICOS Provider: 106044G

Course Title: Advanced Diploma of Leadership and

Management

Course Duration : 65 Weeks Delivery Method : Face to Face

Assessments: Assessment will occur through a variety of methods including projects, incorporating role-plays, case

studies and short answer questions.

# **Fee Information**

The course fee is inclusive of the following items

- · The learning resources
- · Support Services
- Certificate and Statement of Attainment (does not include replacement certificates)

Tuition Fee: \$AU 7,500.00 Non-Tuition Fee: \$AU 450.00

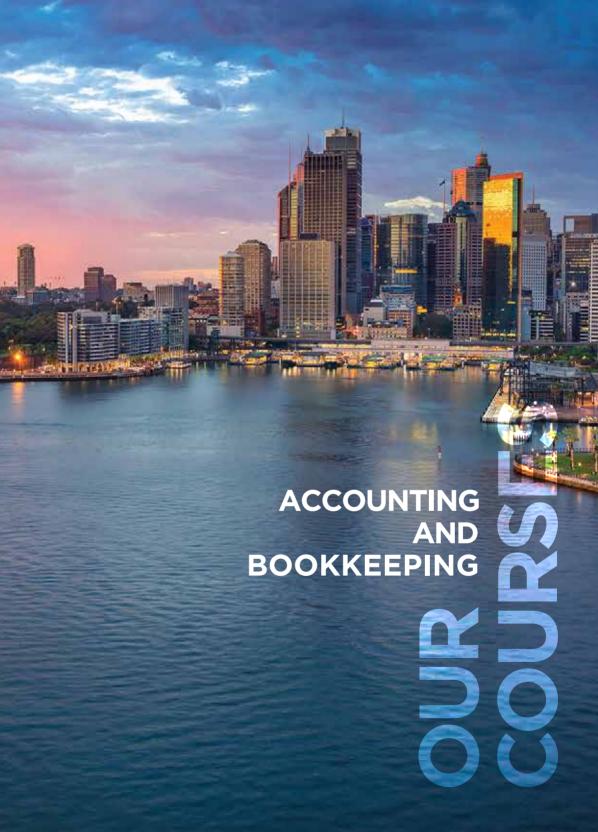
Estimated Total Course Cost: \$AU 7,950.00

## Requirements

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package
  - (current or superseded equivalent versions).
- or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- · Student must be at least 18 years old;
- · Have completed at least the equivalent of Year 12;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
- are able to provide evidence of an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old)
   OR be able to provide any of the following evidence of English language competence
  - that they were educated for 5 years in an English speaking country
  - that they have successfully completed the College's Language Literacy and Numeracy (LLN)
     Assessment followed by an interview
  - that they have successfully completed their Year 12 or equivalent in English language





# > FNS40222

# CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

83 WEEKS



# **Qualification Description**

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

# Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Student who complete this course may wish to continue their education in courses such as:

· FNS50222 Diploma of Accounting

Code	Title
BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
FNSACC407	Produce job costing information
FNSACC411	Process business tax requirements
FNSACC323	Perform financial calculations

## **Course Details**

Course Code: FNS40222 CRICOS Provider: 110012C

Course Title: Certificate IV in Accounting and Bookkeeping

Course Duration: 83 Weeks Delivery Method: Face to Face

Assessments: Assessment will occur through a variety of methods including projects, incorporating role-plays,

case studies and short answer questions.

# **Fee Information**

The course fee is inclusive of the following items

- · The learning resources
- · Support Services
- Certificate and Statement of Attainment (does not include replacement certificates)

Tuition \$AU 10,500 Non-Tuition Fee \$AU 450.00 Estimates Total Cost \$AU 10,950.00

- · Student must be at least 18 years old;
- · Have completed at least the equivalent of Year 12;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course
   (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
- are able to provide evidence of an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old)
   OR be able to provide any of the following evidence of English language competence
  - that they were educated for 5 years in an English speaking country
  - that they have successfully completed the College's Language Literacy and Numeracy (LLN)
     Assessment followed by an interview
  - that they have successfully completed their Year 12 or equivalent in English language

# >> FNS50222

# DIPLOMA OF ACCOUNTING

# 70 WEEKS



# **Qualification Description**

This qualification reflects accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide quidance to others within defined quidelines.

# Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification
may be used are subject to regulatory requirements.
 Refer to the relevant regulator for specific guidance on requirements.
 This qualification includes units that comprise an approved
 Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent.
 Persons seeking registration with the TPB should check current registration requirements with the TPB,
 as registration requirements are reviewed regularly.

#### **Entry Requirements**

Prior to commencing this qualification an individual must have completed the following units of competency (or equivalent).

- · FNSACC321 Process financial transactions and extract interim reports
- · FNSACC322 Administer subsidiary accounts and ledgers
- · FNSACC418 Work effectively in the accounting and bookkeeping industry
- FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).

These competencies may have been achieved through completion of the following (or their equivalent):

- · FNSSS00014 Accounting Principles Skill Set
- or
- · FNS40222 Certificate IV in Accounting and Bookkeeping.

Code	Title
BSBTEC402	Design and produce complex spreadsheets
FNSACC521	Provide financial and business performance information
FNSACC522	Prepare tax documentation for individuals
FNSACC523	Manage budgets and forecasts
FNSACC524	Prepare financial reports for corporate entities
FNSACC526	Implement and maintain internal control procedures
FNSACC527	Provide management accounting information
FNSACC601	Prepare and administer tax documentation for legal entities
FNSTPB503	Apply legal principles in contract and consumer law
FNSTPB504	Apply legal principles in corporations and trust law
FNSTPB505	Apply legal principles in property law

### **Course Details**

Course Code : FNS50222 CRICOS Provider : 111027K

Course Title: Diploma of Accounting Course Duration: 70 Weeks

Delivery Method: Face to Face
Assessments: Assessment will occur through a variety of
methods including projects, incorporating role-plays, case

studies and short answer questions.

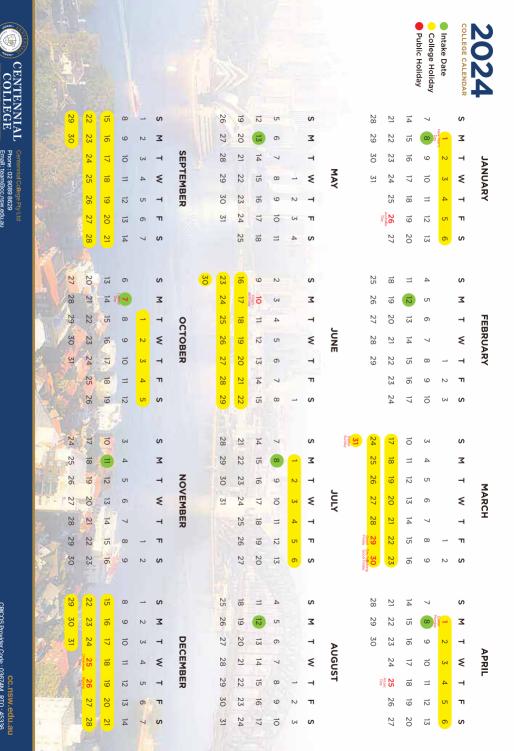
# **Fee Information**

The course fee is inclusive of the following items

- · The learning resources
- · Support Services
- Certificate and Statement of Attainment (does not include replacement certificates)

Tuition \$AU 9,000.00 Non-Tuition Fee \$AU 450.00 Estimates Total Cost \$AU 9.450.00

- Completion of the FNSSS00014 Accounting Principles Skill Set or Completion of FNS40222 Certificate IV in Accounting and Bookkeeping or equivalent;
- or its superseded versions
   FNS40215 Certificate IV in Bookkeeping
- · or FNS40615 Certificate IV in Accounting or their equivalent.
- · Student must be at least 18 years old;
- · Have completed at least the equivalent of Year 12;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
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Good Friday Average Day

Day following Good Friday

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Centennial College Pty Ltd Phone: 02 9089 8629 Email: team@cc.nsw.edu.au

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# THINGS TO DO IN SYDNEY

## ONE OF THE WORLD'S MOST DAZZLING CITY

Sydney is one of the largest city in Australia home to over 5 million people.

Sydney is home to iconic Sydney Harbour Bridge, Sydney Opera House and Sydney Tower that offers natural beauty to foreigners, travellers, students and locals alike.

It is truly a multicultural city with about 180 nationalities and ethnic groups with over 140 spoken languages.



# 4 REASONS TO STUDY IN AUSTRALIA



01

## **Quality Education and Pathways**

Australia has a world-class education system, and many amazing cities. For students considering college or university pathways, Australia offers internationally-recognised qualifications from excellent higher education institutions. Centennial College has asupportive program to prepare you for success on your learning journey.

02

## Friendly and Multicultural Cities

Australia's major cities are friendly, diverse, and welcoming, and will make it easy tomake friends.

This country has a broad cultural mix of over 200 cultures speaking more than 260 languages.

Australia is a place where you can feel welcome, and find something familiar, no matter where you come from.



03

### More than 10,000 Beaches

Most Australians live along the coastline and it's not hard to understand why. The country is overflowing with stunning beaches. You'll have lots of opportunities to enjoy sand, surfand sunshine in your free time.

04

# **Stunning Natural Wonders**

Australia is filled with flora, fauna, and landscapes that are completely unique. Discover iconic Aussie animals like Koalas, Kangaroos, and more in their natural habitat. Also you can visit amazing places like Uluru, The Great Ocean Road, Blue Mountains, The Great Barrier Reef, and so much more.



# **EXCLUSIVE**AGENT NETWORK









Agent
AEC Global Education
Pty Ltd



Agent Edu Young

Agent
Evergreen Education
Consulting









Agent Jun Study

Agent Jung Education

Agent KH Sydney

Agent MyEdu Consulting







Agent Time Study





# Centennial College Pty Ltd

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