



Enterprise Solutions Course Catalogue



 **unepartnerships**
creating professional success

The Education & Training Company of the University of New England

Welcome to UNE Partnerships, the training and education company of the University of New England. Over its 30 years of operation, UNE Partnerships has risen to become a true leader in the field of distance and online education, with a genuine commitment to an holistic approach to education. Modern, innovative, adaptable, and flexible, UNE Partnerships is here to assist you and your organisation in moving towards a brighter future.

This brochure lists our course offerings, and is a clear demonstration of our abilities, approach, and statement of purpose.

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Learning with UNE Partnerships



UNE Partnerships was established in Armidale 30 years ago by the University of New England, Australia's second-oldest regional university and most experienced distance education provider.

We are committed to the provision of high-quality, industry-relevant training to promote skills and knowledge in people and workplaces. Our emphasis is on the application of learning through non-accredited and accredited nationally-recognised qualifications and customised programs.

The qualifications offered through UNE Partnerships are industry relevant, which ensures that skills are honed by direct application within the workplace. Encouraging the practical application of new skills increases staff confidence, and improves performance and commitment.

Training with UNE Partnerships offers:

- Nationally-recognised qualifications that are designed with a 'real world' commercial focus – ensuring relevance and immediate application of new skills and knowledge in the workplace.
- Academic staff with a unique combination of educational excellence and industry expertise. UNE Partnerships' academic staff are selected for their professional competence and reputation as leaders in their respective fields.
- A commitment to ensuring our customers have all the information they need to choose the right programs and maximise their investment in achieving skills, knowledge and qualifications.
- Flexible delivery, allowing students to enrol at any time and giving them the opportunity to study at a pace to suit work, family and study commitments.
- A comprehensive study package including the complete course material, with no extra or hidden costs involved in gaining the qualification.

Quality, flexible study at any time



All our courses offer:

- 01** Distance study
study wherever you are
- Flexible study**
study whenever you want
- 02** Complete materials
what you need, when you need it
- 03**

Studying with UNE Partnerships also gives access to high level student support – our academic staff are accessible, dedicated, highly-experienced industry practitioners and adult learning specialists, who are supported by our friendly program teams.

Customised solutions for your organisation



UNE Partnerships has worked side by side with government and business organisations for more than 30 years as a strategic partner to facilitate them in achieving their potential and objectives.

Our focus is on building positive collaborative relationships to better understand your preferred organisational outcomes. We then work closely with you to customise delivery, assessment and evaluation while respecting and embracing your organisational strategic direction, objectives, systems, policies, procedures, culture and values.

- A consultation and analysis process evaluates your objectives and the drivers for the training program, as well as assessing the learning needs of participants.
- Our focus on your needs in design and development ensures the training fits your organisation's culture and strategic objectives. We can adapt existing qualifications, author new courses or adapt in-house courses to meet outcomes.
- Flexible delivery and scheduling meets your needs and priorities.
- Our specialist academic staff bring broad professional experience and provide a 'real world' element to delivery.
- Ongoing evaluation ensures that the program's outcomes are measured and objectives met.
- Every student is supported by a caring and dedicated administrative team.

Develop staff members through your own Digital Campus



Our solution? Offering you your very own Digital Campus

An entirely web-based environment managed and hosted within the UNE Partnerships' student administration and Learning Management System.

The digital campus is a highly-customisable integrated solution, allowing you to tailor the look and feel, and also migrate courses to and from the environment while providing an holistic view of member activity – in effect, bringing everyone and everything together in one place. Add to this experienced technical support, direct user access, data analysis and issuing of certificates.

We look forward to talking to you about developing your Digital Campus.



Business and Management

Certificate IV in Business (BSB40212)

Skilled and knowledgeable Project Officers and Administration Staff with problem solving and analysis responsibilities will find a lot to like about the Certificate IV in Business. The qualification features units of competency that reflect these needs, strengthening leadership, guidance, customer relations and general business and presentation skills.

Course Facts

Entry requirements

No special entry requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education and Funded Programs

Duration

24 months

Diploma of Business (BSB50215)

This qualification offers a wide range of professional development, encouraging flexibility and capability in managerial approaches. It covers key skill areas relevant to the modern business environment such as marketing, project work and risk management. It has been designed to complement the Diploma of Leadership and Management by providing an alternative for anyone looking for a broad-based skill set, rather than a more management-focused course.

Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education and Funded Programs

Duration

12 months

Certificate IV in Leadership and Management (BSB42015)

The Certificate IV in Leadership and Management is ideal for those moving into their first leadership or management role, or who are already leading a small team and have some decision-making responsibility. It is designed to provide a skills base for emerging and future leaders, and develops practical knowledge in leading and managing people and getting the best out of a team. The course also covers the broad range of business skills such as developing teams, project work, and implementing various business operations.

Course Facts

Entry requirements

No special entry requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education and Funded Programs

Duration

24 months

Diploma of Leadership and Management (BSB51915)

Build on existing leadership and management talent with the Diploma of Leadership and Management, suitable for anyone who manages others and has responsibility to review and evaluate management practices. Produced for those who work in management roles and who are directing multiple staff or teams, this course covers many essential skills: leadership, staff development, team effectiveness, continuous improvement, project work, risk management and operational planning.

Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education and Funded Programs

Duration

18 months

Advanced Diploma of Leadership and Management (BSB61015)

Developing and supporting dynamic leaders and strategic thinkers, this qualification broadens business perspective, enhances management capability, and strengthens leadership behaviour. The focus in this qualification is on financial management, comprehensive business operations and managing the strategic direction of a business through leadership. It is ideal for those in senior management positions or those responsible for strategic leadership either across the business or in specialist areas.

Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education and Funded Programs

Duration

24 months



Defence Services

UNE Partnerships is proud of its long history of collaboration with the Australian Defence Force. Since 2007, we have worked closely with the various arms of Defence to administer high quality, flexibly delivered, customised training that meets the unique and specific needs of Defence.

UNE Partnerships has consistently worked hard and effectively delivered time and again, relying on a number of key skills and abilities that align directly with Defence needs.

Training Needs Analysis

- UNE Partnership's understands the relationship between a learner, an instructor and the knowledge that needs to be shared between the two.
- We are adept at interpreting the stated missions aims, and driving stakeholders towards it.
- Articulating the way forward and moving towards success with determination.

Instructional Design

- Ensuring that training and education is applicable to all students, from recruits to retirees.
- Bespoke courses that provide solutions to specific training needs.
- Providing innovative curriculum design that supports the instructor and engages the learner.
- Administer distance e-learning solutions in a variety of locations including on missions, in the barracks or at the home.

Simulation

- A potent training tool, simulation isn't just for combat scenarios, it can be used for 'real life' training in a variety of settings.
- Simulation makes for competent officers, soldiers, sailors, and airmen.
- Effective simulation improves the confidence of students in supporting the mission.

Verification of Competency

- Competency verification can assume an RPL sense, accepting that skills and knowledge learned prior to training should be considered and recognised.
- Verification of competency acknowledges that while the job may be unique, the skills to succeed are not.

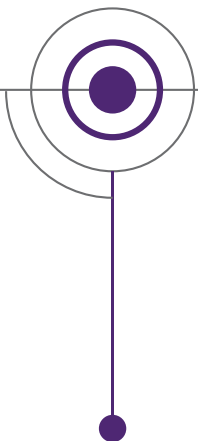


Our proud history with Defence

Defence Joint Health Command program - Intensive consultation with JHC stakeholders to achieve improvements in the management across a range of functions including finance, stakeholder and contract management performed by Garrison Health managers.

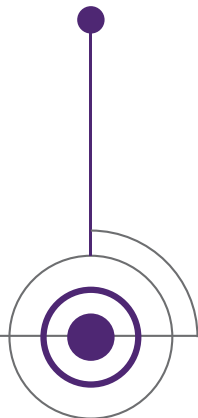
Maritime Logistics – Supply Chain – Bespoke instructional design incorporating simulation for all Supply Chain Sailor training.

2007-
present

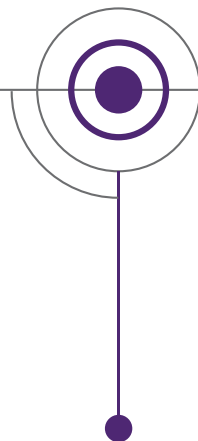


Preferred Provider Panel – Leadership and Management Courses - UNE Partnerships has been delivering leadership and management training to Defence APS and serving military staff since 2007 on a preferred provider panel.

2012-2014

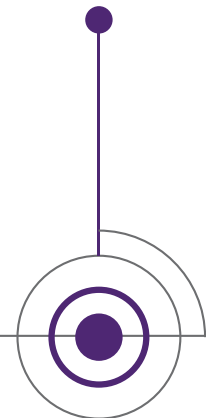


2015



Junior Maritime Logistics Officer – Innovative curriculum designed for sea-going logisticians.

2016





Facilities Management

Diploma of Facilities Management

Developed by the Facility Management Association of Australia in conjunction with UNE Partnerships and industry, the Diploma of Facilities Management is designed to meet the skills and knowledge required for facilities managers who lead, manage and maintain internal and external facility operation teams and services.

The Diploma was developed specifically to meet the needs of the facilities management industry and is wholly supported and recommended by FMA, the peak Australian national body. The course is not currently accredited under the Australian Qualifications Framework, however it is intended to be established as the benchmark for industry training in Australia at the Diploma level and future accreditation has been a primary focus of the development.

Course Facts

Entry requirements

Currently working in a Facilities Management related environment or have access to a Facilities Management role in a work based environment

Delivery mode

Self-paced online

Assessment

Knowledge questions, work-related tasks and evidence portfolio, or RPL

Duration

18-24 months

Diploma of Facilities Management*

A unique program
designed by industry for
Facilities Management
professionals

* This course is not accredited
under the Australian
Qualifications Framework

1800 066 128

ask@unep.edu.au • www.unep.edu.au

FMA general member discount 10%
membership information:
www.fma.com.au





Government and Procurement

Certificate IV in Government (PSP40116)

A Certificate IV in Government includes several competencies that are targeted at staff in operational roles in the public sector that work without supervision. Valuable learnings from this qualification allow staff to act and exhibit outstanding autonomy, judgement, and responsibility within the delivery of their role. Human Resources, Administration, Time Management, and Workplace Safety are all covered in this Certificate IV.

Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education, Traineeships, and Funded Programs

Duration

12 months

Diploma of Government (BSB50116)

The Diploma of Government is packed with competencies that are a requisite for working independently and in a self-directed manner in the Public Sector. Responsibilities of those undertaking this course are likely to be wide ranging, with specialisations available that focus the learning and reflect the workplace responsibilities of the student.

Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education, Traineeships, and Funded Programs

Duration

12 months

Diploma of Procurement and Contracting (BSB50616)

Applying technical and theoretical concepts and methodologies within a broad range of contexts, and undertaking highly skilled workplace duties within the procurement and contracting setting are key focal points for those looking to study the Diploma of Procurement and Contracting. The Diploma rewards students undertaking it with all the competencies required to independently operate as a Manager undertaking this work within the Public Sector.

Course Facts

Entry requirements

Suitable workplace responsibility allowing opportunity to demonstrate competency through completion of tasks directly related to public sector procurement and contract management roles.

Delivery mode

Corporate Groups, Individual Students, and Funded Programs

Duration

18 months



Procurement Basics (PSPSS00041)

This short course from UNE Partnerships covers the requirements of basic procurement work for entry-level workplace roles. The three Units of Competency that comprise the course look at the values and principals of the public service, the legislative requirements of working in the public service and how to carry out base levels of procurement.

Short Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Distance Education, and Online Learning

Duration

Up to 3 months



Procurement Delegation (PSPSS00043)

A Procurement course for students whom have delegation authority for procurement as a part of their job role, the PSPSS00043 - Procurement Delegation short course as offered by UNEP details how to properly delegate procurement, how to appropriately procure goods and services, and how to manage contacts from a procurement view.

Short Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Distance Education, and Online Learning

Duration

Up to 3 months



Procurement Fundamentals (PSPSS00042)

A course that delivers foundational skills and knowledge of procurement within the public service, Procurement Fundamentals includes sections that cover compliance in the public sector, procurement planning, the selection of providers, and contract development and management.

Short Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Distance Education, and Online Learning

Duration

Up to 4 months



Create graduate success with UNE Partnerships

UNE Partnerships offer tailored qualifications to empower government and enterprise graduate programs

UNE Partnerships' Diploma of Government is a premium offering, characterised by a combination of innovative training technologies and features that bring Experience, Education, and Exposure to the fore.



Can be customised to either Federal, Local or State Government graduate programs.



Utilises a blended delivery model featuring self-directed e-learning, Face2Face Workshops, Coaching and Work based projects.



Act's as an effective introduction for staff with minimal or no experience working in a government agency.

“*This program has the potential to fast track your understanding of government at all levels. Whether you are new to government or simply want to update your learning to pursue your career options, a Diploma of Government with UNEP offers great flexibility for your learning needs and represents a very sound investment in your future.*”

Sean O'Toole

(15 year executive service in the NSW public sector)

“*Motivating & engaging presenters. Was very inclusive & a great mix of engagement & information.*”
(Recent NSW graduate participant)

Customised training solutions

UNE Partnerships can work with you to design effective eLearning solutions tailored to help you meet targeted business objectives



UNE Partnerships are a leading provider of corporate training

We have developed customised training solutions for dozens of enterprise clients, including state and federal government departments.





Health and Medical

Certificate III in Business Administration (Medical) (BSB31115)

A Certificate III in Business Administration (Medical) is a key qualification for staff in a customer facing role, or those undertaking work in a medical administration context. Graduates will enthusiastically and effectively support the Practice team, providing technical advice, and flexing discretion and judgment.

Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Individual Students, and Traineeships

Duration

12 months

Certificate IV in Business (BSB40215) - for health practices

The Certificate IV in Business for Health Practice Managers is aimed at applicants who are responsible for the operational management of a medical practice.

It is targeted towards a range of health-based practice-types, including general practice, allied health practices, physiotherapy, chiropractic, medical specialist and group practices. This qualification addresses the daily operations of a practice with a strong focus on customer service and supporting client/patient needs.

Course Facts

Entry requirements

No special requirements

Delivery mode

Individual Students, workshops, and self-paced learning

Duration

18 months

Certificate IV in Medical Practice Assisting (HLT47715)

Medical Practice Assistants have an increasing role to play within the practice, alleviating some of the stress and workloads on medical practitioners.

Students who have completed this qualification are uniquely qualified to support front and back-end staff in the practice, allowing more specialised staff to better provide care for patients and to supervise the assistant in the carrying out of duties.

Subjects covered within this qualification include applying medical terminology in an appropriate manner, preparing and processing medical accounts, and delivering and monitoring a service to customers.

Course Facts

Entry requirements

Entry requirements: Must be working in a reception or admin role in a General Practice or other ambulatory health care setting or have access to an appropriate workplace environment within the health care sector, while:

- Having a suitable level of workplace support
- Committing to attending face-to-face training sessions amounting to 21 hours each term.

Delivery mode

Individual Students, workshops, and self-paced learning

Duration

18 months

Certificate IV in Leadership and Management (BSB42015)

- for health practice managers

Applicants for this qualification are responsible for the operational management of a medical practice and working under the guidance of a practice manager or principal. It's ideal for staff within a range of health practices, for example general practices, medical specialists and group practices.

Course Facts

Entry requirements

No special requirements

Delivery mode

Corporate Groups, Individual Students via Distance Education, and Funded Programs

Duration

18 months

Diploma of Professional Practice Leadership (BSB51915)

- for health practice managers

A Diploma of Professional Practice Leadership is designed to meet the learning and education needs of Practice Managers who have overall responsibility for guiding the practice into the future. Strategic skills and effective staff management to maximise the performance of the Practice are the focus of the Diploma.

Course Facts

Entry requirements

No special requirements

Delivery mode

Individual Students, workshops, and self-paced learning

Duration

18 months



Project Management

Certificate IV in Project Management Practice (BSB41515)

The qualification for those active in the planning and delivery of projects and in such roles as team leader, controller, project officer, project coordinator, project manager, and senior project manager. It provides the essential skills to contribute to the successful planning of projects and coordinate their many elements in line with the wider needs and objectives.

Course Facts

Entry requirements

Working in a Project Management environment or have access to a work-based project environment in a support, coordinator, contributor, or team member role

Delivery mode

Self-paced online

Duration

12-15 months

Diploma of Project Management

(BSB51415)

This qualification is suited to project managers who are responsible for the entire lifecycle of a project. It not only provides the required skills and working knowledge, but also develops an understanding of the methods, techniques and tools available to plan and manage projects that achieve the goals and objectives.

It is suitable for those who develop project management plans, who report the outcomes of a project to a higher authority in their organisation, or those who monitor and review the whole project as it progresses through its lifecycle.

Course Facts

Entry requirements

Students should be currently working in a project environment or be able to access a work-based project environment in a project manager role

Delivery mode

Self-paced online, individual students via distance education or Webinars, or customised in-house training for groups, corporations, and organisations

Duration

18 months



Become a
qualified
Project Manager
sooner!

UNE Partnerships offers a variety of
Project Management training that caters to a range of needs:

Foundational training
for aspiring Project Managers

Fast-Track training
for experienced Project Managers


Custom training
tailor a solution for your organisation

UNE Partnerships can provide the quality training solutions vital to transforming individuals and the collective to be successful in the operational environment.



Australian Institute of
Project Management

ENDORSED COURSE

A man wearing a white hard hat and a light blue button-down shirt is smiling and talking on a mobile phone. He is holding a black clipboard in his left hand. The background is a blurred industrial or warehouse setting with metal structures and lights.

Is it time to reach
your potential?

Take the next step

01

If you are reading this, you are already committed to improving the capability of your organisation, or yourself. Every day presents an opportunity to use skills and knowledge that you may need to acquire or develop to perform better.

02

Qualifications are a formal declaration of earned skills and knowledge - they immediately convince others of your credibility and authenticity, whether it be yours or the people who make up your organisation.

03

Want to find out more?
P:1800 066 128 or E: ask@unep.edu.au

04

Prefer reading to talking?

Visit our website which has information on our courses and funding opportunities. The enrolment form for our courses is available for download [here](#).

www.unep.edu.au



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