



*Provisional: 1 August 2019*

**CERTIFICATE IN APPLIED MANAGEMENT (HUMAN SERVICES)  
COURSE CALENDAR 2019-2020**

<b>MODULE</b>	<b>RELEASE DATE / VIRTUAL CLASSROOM</b>	<b>WORKSHOP SEMINAR / TUTORIAL</b>	<b>ASSIGNMENT LAST POSTING DATE</b>
<b>1. Management, Professional Development and Ethics</b>	<b>Monday 4<sup>th</sup> November 2019</b>	<b>Monday 11<sup>th</sup> November 2019</b>	<b>Sunday 15<sup>th</sup> December 2019</b>
<b>2. Key Management Skills</b>	<b>Monday 6<sup>th</sup> January 2020</b>	<b>Monday 13<sup>th</sup> January 2020</b>	<b>Sunday 16<sup>th</sup> February 2020</b>
<b>3. Budget Management</b>	<b>Monday 17<sup>th</sup> February 2020</b>	<b>Monday 24<sup>th</sup> February 2020</b>	<b>Sunday 5<sup>th</sup> April 2020</b>
<b>4. Essential Employment Law</b>	<b>Monday 6<sup>th</sup> April 2020</b>	<b>Monday 20<sup>th</sup> April 2020</b>	<b>Dual Assessment Assignment: Sunday 17<sup>th</sup> May 2020 Online Exam: Monday 18<sup>th</sup> May 2020</b>
<b>5. Managing for Regulation and Inspection</b>	<b>Monday 18<sup>th</sup> May 2020</b>	<b>Monday 25<sup>th</sup> May 2020</b>	<b>Sunday 21<sup>st</sup> June 2020</b>
<b>6. Managing Service Quality and Safeguarding</b>	<b>Monday 22<sup>nd</sup> June 2020</b>	<b>Monday 29<sup>th</sup> June 2020</b>	<b>Sunday 26<sup>th</sup> July 2020 (Please Note: There are no extensions permitted on final assignment)</b>

N.B. Please note that these dates are provisional.