

COURSE GUIDE

BSB30120 CERTIFICATE III IN BUSINESS

Designed to give you a solid foundation to transfer to any industry. If you're ready to break into the world of Business Services, this holistic qualification is exactly where you need to start!

Focuses: General, Administration Assistant, Customer Service.

Pathways*: BSB40120 Certificate IV in Business, BSB40520 Certificate IV in Leadership or Management.



Duration: Students are able to study full time, part time or with an employer as a traineeship for a maximum of 12 months.

Work placement: Not required, however, it is suggested that at least 40 hours of work simulation/ experience is undertaken.

BSB40120 CERTIFICATE IV IN BUSINESS

Students will learn a dynamic mix of specialist and moderately complex administrative and operational skills. Paired with highly sort after self-developmental and transferable skills, this course will ensure a well-developed knowledge base to apply in any business situation.

Focuses: General, Administration, Operations, Customer & Marketing Officer.

Pathways*: BSB50420 Diploma of Leadership and Management or BSB50120 Diploma of Business.

Duration: Students are able to study full time, part time or with an employer as a traineeship for a maximum of 24 months for full time trainees or 36 months for part-time trainees.



Work placement: Not required, however, it is suggested that at least 80 hours of work simulation/ experience is undertaken.

BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

With the latest theories and practical approaches to management, this course is designed to help plan, execute and evaluate your own work and the work of your team. If you're looking for career advancement or a new position, this nationally recognised qualification is for you.

Focuses: Supervisor.

Pathways*: BSB50420 Diploma of Leadership and Management or BSB50120 Diploma of Business.

Duration: Students are able to study full time, part time or with an employer as a traineeship for a maximum of 12 months for full time trainees or 24 months for part-time trainees.



Work placement: Not required, however, it is suggested that at least 80 hours of work simulation/ experience is undertaken.



**Students can choose to study in a range of flexible ways including in a physical or online classroom, self-paced at home or in a workplace. Not all study options are available for all qualifications.*



CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT

This qualification is the minimum requirement for people working in the aged care industry and offers students the opportunity to develop and practice specialised skills. For those passionate about quality care, this qualification is a brilliant choice for those wanting job security and long term career advancement opportunities.

Focuses: Ageing, Disability, Home and Community or General.

Pathways*: CHC43015 Certificate IV in Ageing Support, CHC43115 Certificate IV in Disability or CHC52015 Diploma of Community Services.

Duration: Students are able to study full time, part time or with an employer as a traineeship for a maximum of 12 months.

Work placement: Minimum of 120 hours required.

Pre-requisites: Students must hold a current Australian Federal Police Check and a current First Aid Certificate.



CHC43015 CERTIFICATE IV IN AGEING SUPPORT

Already work in aged care and want to move up the corporate ladder? This qualification is what you're looking for!

Focuses: Aged Care Facility, Respite Facility or General.

Pathways*: CHC52015 Diploma of Community Services.

Duration: Students are able to study full time, part time or with an employer as a traineeship for a maximum of 24 months.

Work placement: Minimum of 120 hours required.

Pre-requisites: Students must hold a current Australian Federal Police Check and a current First Aid Certificate.



CHC43115 CERTIFICATE IV IN DISABILITY

Make an enormous difference in the lives of people living with a disability (and their carers) by gaining the skills to provide empathetic, personalised support and empowerment. Help your clients achieve greater levels of independence, self-reliance, community participation and wellbeing and give them the confidence to pursue goals and aspirations.

Focuses: Support Worker or General.

Pathways*: CHC52015 Diploma of Community Services.

Duration: Students are able to study full time, part time or with an employer as a traineeship for a maximum of 24 months.

Work placement: Minimum of 120 hours required.

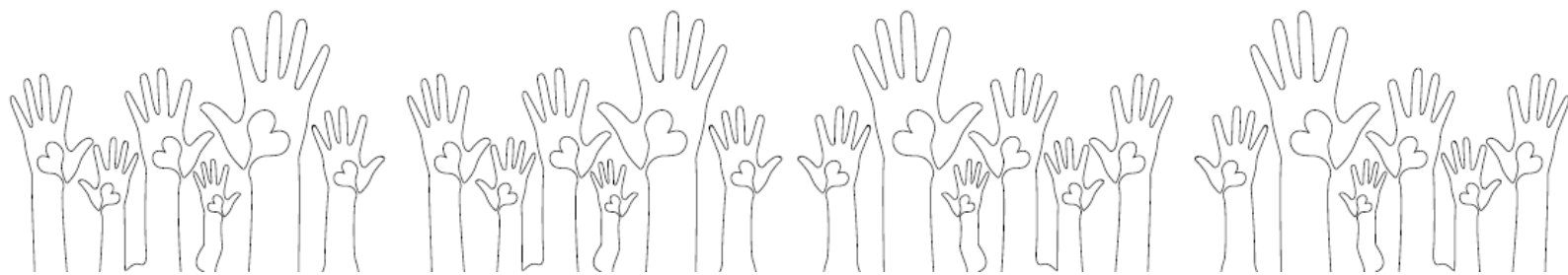
Pre-requisites: Students must hold a current Australian Federal Police Check and a current First Aid Certificate.



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CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

This qualification provides a pathway to the primary trades in the construction industry apart from plumbing. This Certificate II is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian Apprenticeship.

Pathways*: CPC30220 Certificate III in Carpentry, CPC33020 Certificate III in Bricklaying and Blocklaying.



Duration: Students can study full time, part time or as part of a traineeship with an employer. A maximum of 12 months for classroom based learners.

Work placement: This qualification does not require mandatory work placement. However, it is suggested that at least 30 hours of work simulation/experience be undertaken.

CPC30220 CERTIFICATE III IN CARPENTRY

This qualification provides a trade outcome in carpentry, covering work in residential and commercial applications. The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.



Pathways*: CPC40120 Certificate IV in Building and Construction or CPC40320 Certificate IV in Building and Project Support, NSW Carpentry Contractors Licence, NSW Builders Licence.

Duration: Students can study full time or part time under an apprenticeship arrangement only.

TAE40116 CERTIFICATE IV IN TRAINING AND ASSESSMENT

This is designed to help training professionals develop and enhance their skills and ability to confidently and accurately train both groups and individuals in a variety of organisational settings, including public and private sectors. **Focuses:** General, Administration, Operations, Customer & Marketing Officer.

Pathways*: TAE50116 Diploma in Vocational Education and Training or TAE50216 Diploma in Training Design and Development.

Duration: Students are able to study full time, part time or with an employer as a traineeship for a maximum of 24 months for full time trainees.



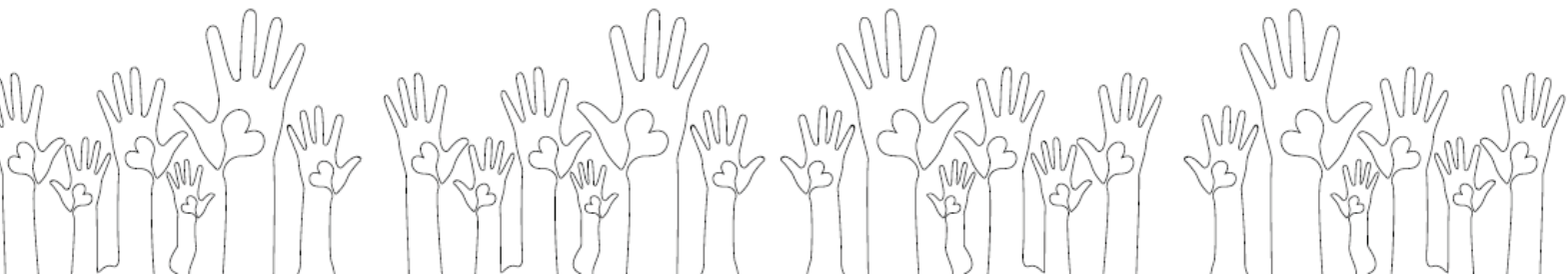
Work placement: This qualification does not require mandatory work placement however, access to a workplace will provide a real life, on-the-job experience and the opportunity to practice what you learn. It is suggested that 30 hours of work simulation/experience be undertaken.



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**CONTACT BRENDAN ON
0413 615 914
FOR MORE
INFORMATION!**



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