

Are you looking at a career in administration or sport?

Then we have the answer. The latest training at Melbourne Sports & Aquatic Centre.

BSB 30107 Certificate III in Business

This qualification is designed for people seeking a pathway into an administrative or sports orientated position. There are 12 online units to complete for this qualification, work placement included at a live sports venue.

BSBOHS201A	Participate in OHS processes
BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBADM311A	Maintain business resources
BSBINM301A	Organise workplace information
BSBINN301A	Promote innovation in a team environment
BSBCMM301A	Process customer complaints
BSBITU303A	Design and produce text documents
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBWOR301A	Organise personal work priorities and development
BSBMKG413A	Promote products and services

Class dates

- Monday 13th September 10 am to 3pm – Launch, OHS & Time Management
- Monday 20th September 10 am to 1pm – Marketing One
- Monday 27th September 10am to 2pm – marketing Two
- Monday 11th October 10am to 2pm – Working with Volunteers/ How to run competitions
- Monday 18th October 10am to 12.30 – Inclusion Workshop
- Monday 8th November 10am – Graduation for Classes

N.B. Online units can be fast tracked though two units are timetabled each month and are scheduled to be completed by February the 28th 2011

Sponsored by ERLS, Letslearn, Squash Vic and Vic Health



Duration

How long does the course take?

Face to Face classes Starts Monday 13th September and finishes 8th November.

Online training to be completed by Feb 28th 2011

Study mode

Class based (face to face) and online training
And on the job

Investment

How much does the course cost?

If eligible – 16 to 24 year olds up skilling \$500 Or
Fee for Service at \$2700

Qualification Pathways

Prerequisite requirements

There are no prerequisite requirements for individuals units of competency

FREE Work Placement

FREE Work Experience at different sites in Melbourne are organized once started in the classes and have successfully completed the OHS units. Work placement available; in Melton, City, Croydon, Boronia, Upwey, Templestowe, Epping and Bays Water.

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