



Employment outcomes resulting from the completion of this course may include the following roles:

- Receptionist
- Clerk
- Data Entry Operator
- Office Administration Assistant
- Word Processing Operator

- Apply knowledge of WHS legislation in the workplace
- Work effectively with diversity
- Process customer complaints
- Organise workplace information
- Organise personal work priorities and development
- Engage in workplace communication
- Contribute to effective workplace relationships
- Work in a team
- Write simple documents
- Design and produce digital text documents
- Develop keyboarding speed and accuracy
- Design and produce business documents

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FOR ENQUIRIES AND ENROLMENT

The Certificate III in Business provides you with the skills & knowledge required to fulfil numerous roles across a range of industries. This certificate is highly regarded in both the SME and corporate sectors.

The certificate focuses on skill sets for success in the business world: organising workflow & information; writing, designing & producing documents; developing keyboard speed & accuracy; even handling customer complaints. In addition, you will become versed in the application of WHS legislation in the workplace, and in issues around diversity and inclusion.

This qualification is for those looking to work in a business environment, or for those already working in business seeking to upskill, expand their knowledge base and progress in their chosen industry.

With flexible learning options and supportive trainers, Interskills Training guides you through each phase of qualification, helping you get ready for a bright new future in business.

ENTRY REQUIREMENTS

There is no pre-requisite for entry to this course. All students will complete a pre-training assessment to identify learner strengths and weaknesses.

The training content, delivery, methodologies and assessments will be tailored to suit individual learner needs which will increase learner engagement.

DURATION

This course is only taught in external mode - either full-time or part-time. The full-time course is 6 months duration and the part-time is up to 24 months.

Additionally, students must complete a 35hr vocational placement. Those employed in an administrative capacity may count their employment towards placement insofar as they are able to demonstrate sufficient evidence.

