

# EXCITING NEW FUNDING OPPORTUNITIES FOR ADMINISTRATION TRAINING IF ELIGIBLE - UPSKILL NOW AT NO COST

## CERTIFICATE IV BUSINESS ADMINISTRATION (NATIONALLY ACCREDITED)

1

### OPTION ONE - SHORT COURSE USING RECOGNITION OF PRIOR LEARNING (RPL)

VERY LIMITED SPOTS

2 DAY COURSE + WORKPLACE EVIDENCE TO BE SUBMITTED WITHIN 4 WEEKS TO COMPLETE THE COURSE  
\* FUNDING FINISHES IN AUGUST

2

### OPTION TWO COMBINATION TRAINING PACKAGES

Under Option Two the staff complete the same National Accreditation with the **BONUS of additional courses and/or conference all included under the same funding** (under the new traineeship program)

### GREAT MORALE BUILDER

#### OPTION ONE (MIN 4 STAFF)

- + Certificate IV Business Administration
- + TMS Profile
- + Choice of Excel|Word|PowerPoint

#### OPTION TWO (MIN 4 STAFF)

- + Certificate IV Business Administration
- + Choice of two computer subjects:  
Excel|Word|PowerPoint

#### OPTION THREE (MIN 8 STAFF)

#### TWO DAY CONFERENCE PACKAGE !

- + Certificate IV Business Administration
- + TMS Profile

Training program is commenced with a two day conference.

#### Day One:

TMS Profiling / Communications Day

#### Day One Evening:

Management Presentation/Team Dinner  
Hotel Accomodation & Breakfast included in package

#### Day Two:

First component of National Accreditation Training

There would also be two more half day training sessions on site required as part of the National Accreditation but included as part of this package.

### TRAINEESHIP PROGRAM BENEFITS

UPSILL YOUR STAFF

INCREASE STAFF MORALE

INCREASE QUALITY &  
PRODUCTIVITY

#### NOTE: REQUIREMENTS FOR OPTIONS 1, 2 & 3

In addition to the two day course, participating staff will be required to submit workplace evidence from one subject per month (completed within 12 months).