

HOLIDAY PROGRAM



BSB30115 Certificate III Business Qualification

Meet the world prepared & boost your QCE points

- » GAIN UPTO 8 QCE CREDITS
- » GAIN A NATIONALLY REGISTERED QUALIFICATION
- » SET YOURSELF UP TO SUCCEED
- » TRAINER LED DELIVERY
- » GAIN REAL WORLD SKILLS

Axiom College are offering small personalised classes during school holidays to equip students with the skills to prepare them for work in an office environment.

The Certificate III in Business is an entry level qualification designed to provide students with knowledge to provide technical advice and support to a team using industry relevant training in customer service, business and financial processes.

Trainer led delivery over September school holidays:

When: Monday to Friday, Commencing Sept 21
9 am - 4 pm over the 2 weeks,

Where: Axiom College's Training room
18 Mayneview Street Milton.

I WANT IN... TELL ME HOW?

Grab an enrollment form from your school coordinator/ industry liaison officer, be sure to check you have completed the form including supplying proof of identity, USI number, payment, parent and student signatures.

Email your enrollment form to:

Katherine.Lapardin@axiomcollege.com.au or
call me directly on 3510 8013 or 0451 372 528.

THE DETAILS?

HOW MUCH? WHEN? WHERE? WHAT TO BRING

- » Only \$850 for trainer led delivery
- » 2 weeks, starting Monday Sept 21, M - F, 9am - 4pm
- » 18 Mayneview Street, Milton, close to Public transport
- » You should have: basic computer skills, ability to open and save files & navigate the internet
- » What to bring: packed lunch, writing implements & USB

READY TO GET STARTED?

CONTACT YOUR SCHOOL CO-ORDINATOR

think forward

BSB30115

Certificate III

Business Qualification

To attain the BSB30115 Certificate III in Business, 12 units must be achieved.

1 core unit, minimum 7 Group A units, 2 electives.

BSBCUS301	Deliver and monitor a service to customers
BSBINM301	Organise workplace information
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBADM307	Organise schedules

READY TO GET STARTED?

Email: Katherine.Lapardin@axiomcollege.com.au