

Courses offered by us include:

- Certificate I, II and III in Business,
- Certificate III in Business Administration,
- Essential Horticulture
- Basic and Intermediate Computer User
- First Aid Level 1 and 2,
- Forklift ,
- Traffic Management,
- And Heavy and Light industrial and earthmoving equipment by arrangement.

*When the penny finally drops.....
come and see us at*



Your tailored training solution specialist.

eWORKS Training Solutions

226 Beveridge Street

Swan Hill 3585

Phone: 03 5032 2544

Fax: 03 5033 1850

E-mail: rto@employmentworks.org.au

*A Proud supplier of
Nationally Recognised Training*



NATIONALLY RECOGNISED
TRAINING

Certificate III in Business Administration

*When the penny finally drops.....
come and see us at*



Your tailored training solution specialist.



Victorian Registration &
Qualifications Authority

Your Chosen Course:

Certificate III in Business Administration

Course Intent:

This course is designed to provide students with a broad understanding of the requirements of the office situation, and to provide them with a solid platform to enter into this employment scenario.

Competencies of Business Administration:

BSBOHS201A Participate in OH&S Processes
BSBITU307A Develop Keyboarding Speed & Accuracy
BSBADM307B Organise Schedules
BSBFIA302A Process Payroll
BSBFIA303A Process Accounts Payable & Receivable
BSBITU302A Create Electronic Presentations
BSBITU304A Produce Spreadsheets
BSBITU309A Produce Desktop Published Documents
BSBWRT301A Write Simple Documents
BSBADM311A Maintain Business Resources
BSBITU305A Conduct Online Transactions
BSBSUS201A Participate in Environmentally Sustainable Work Practices
BSBWOR204A Use Business Technology

Course Fee's:

The fees levied for your course include work books and general learning aids. Students are advised to provide any extra writing materials they may need during the term of the course. This would nominally include paper or notebooks for notes and pens or pencils.

Advice on Prerequisite Units:

There are no prerequisite units specified for this course from the BSB07 Business Services Training Package.

Qualification Descriptor:

This qualification is designed to prepare individuals to be able to incorporate an array of competencies into the administrative range of requirements in business.

Pathways:

Students may progress into this qualification from Business I or Business II.

Students may progress from this qualification into Business Administration IV or a range of other Certificate IV qualifications.

Student Fee Payments & Refunds:

Full payment of fees are required 7 days prior to the commencement of the course, unless alternative arrangements through a payment plan have been entered into.

Refunds scenarios are covered in the student handbook, given to each student upon enrolment.

Enrolment:

Enrolment is available through following the links on our website <http://www.employability.org.au/> or through collection of an enrolment form from our reception.

Credit Transfer & RPL:

EWORKS Training Solutions has an obligation to recognise AQF qualifications issued by other registered training organizations or skills gained through previous study or employment.. An avenue exists for the recognition of student credit from previous tertiary study or RPL. Credit Transfer and RPL is covered in the student handbook, and should be discussed with us prior to enrolment.

Flexible Delivery & Assessment:

EWORKS Training Solutions recognises that all students learn in different ways. EWTS undertakes to assist flexible learning and assessment wherever possible to help students achieve their best results. Flexible Delivery and Assessment are covered in more detail in the Student Handbook.

Qualifications:

At the conclusion of their respective course, and having met the required minimum competencies each student will be awarded a Certificate commensurate with their AQF compliant qualification. Students not completing the

required competencies will be awarded a Statement of Attainment denoting the units successfully completed.

Confidentiality:

EWTS has a comprehensive policy on student privacy. Privacy and Student access to records are covered by several sets of legislation and are explained in the Student Handbook.

Language, Literacy & Numeracy:

EWTS is committed to ensuring that LLN issues do not impede a students chances to acquire competencies. LLN is covered in the student Handbook, and students are encouraged to seek information if they believe that they may require some assistance with LLN throughout their chosen course.

Other Important Issues for Students:

EWTS has comprehensive policies on Access, equity & anti-discrimination, Complaints and Appeals and Discipline. Students are directed to the Student Handbook to fully understand the policies involved in these and other important areas of EWTS.

*When the penny finally drops.....
come and see us at*



Your tailored training solution specialist.