

Certificate III in Business

Introducing Certificate 3 Guarantee

To ensure more people can access Nationally Recognised training qualifications, Queensland Government is offering eligible Queenslanders the opportunity to access highly subsidised quality training that is directly linked to either an employment outcome or career progression in the workplace. Skills@Top is currently accepting enrolments in to Certificate III in Business under this subsidised training program. To be eligible to receive the subsidy, prospective students must:

- @ Be aged 15 years or above, and no longer at school;
- @ Permanently reside in Queensland and be an Australian or New Zealand citizen, or an Australian permanent resident (or temporary resident with the necessary visa and work permits on the pathway to permanent residency);
- @ Not hold, and not be enrolled in, a Certificate III or higher level qualification (not including qualifications completed at school).

Enrol today, start tomorrow and TAKE CONTROL of your career!

BSB30112 Recommended Training Program

Unit	Description	Enrolment Options			
		Accelerated One Day Workshop (Ipswich)	Online Learning	RPL	Credit Transfer
BSBWHS302	Apply knowledge of WHS legislation in the workplace		●		●
BSBCUS301	Deliver and monitor a service to customers		●	●	●
BSBITU303	Design and produce text documents (MS Word—Intermediate)	●	●	●	●
BSBITU304	Produce spreadsheets (MS Excel—Intermediate)	●	●	●	●
BSBITU302	Create electronic presentations (MS PowerPoint)	●	●	●	●
BSBITU306	Design and produce business documents		Clustered	●	●
BSBINM301	Organise workplace information		●	●	●
BSBINM302	Utilise a knowledge management system		●	●	●
BSBITU307A	Develop keyboarding speed and accuracy		●	●	●
BSBWOR301	Organise personal work priorities and development		●	●	●
BSBWRT301	Write simple documents		●	●	●
BSBWOR204	Use business technology		●	●	●

Queensland Government is subsidising the cost of training and a co-contribution fee must be paid by students undertaking a Certificate III level qualification:

Student Co-Contribution Fees

Enrolment Option	Student Co-Contribution Fee	
	Non-Concession	Concession*
Accelerated One Day Workshops (<i>learn in a facilitated environment at our Ipswich training academy</i>)	\$55.00 / unit	\$35.00 / unit
Online learning (<i>study anywhere, anytime providing that you have an internet connection</i>)	\$45.00 / unit	\$25.00 / unit
Correspondence (<i>study with hard copy training manuals and upload your assessment material online</i>)	\$70.00 / unit	\$50.00 / unit
Application for Recognition of Prior Learning (<i>apply to have your existing skills, experience and knowledge recognised through a fast-tracked assessment process</i>)	\$30.00 / unit	\$17.50 / unit
Credit Transfer	No Fee	No Fee

*Note that concessional status applies when the student holds a Health Care or Pensioner concession card issued under Commonwealth law (or is the partner or a dependant of a person who holds the same and is named on the card) or is an Aboriginal or Torres Straight Islander or has a disability.

Apply today with Rikki on 07 3812 2920 or enrol@topoffice.com.au

Skills@Top (a division of Top Office Personnel Pty Ltd)

Proudly celebrating 25 years of providing training and employment solutions in South East Queensland

9 Darling Street, Ipswich Qld 4305 | 07 3812 2920 | www.topoffice.com.au