



COURSE INFORMATION 2017

BSB30415

CERTIFICATE III IN BUSINESS ADMINISTRATION

This is your spring-board to infinite possibilities in office administration and team leadership roles.

Use this nationally recognised training to follow your passion, become qualified or change direction. Just think where this multi-tasking Certificate will take you.

YOU RECEIVE:

- support from our trainers who are industry icons
- regular guest speakers from the administration field
- foundation skills help prior & during the course if you are nervous about study
- financial challenges are solved, you may be eligible for funding, or we have payment plans

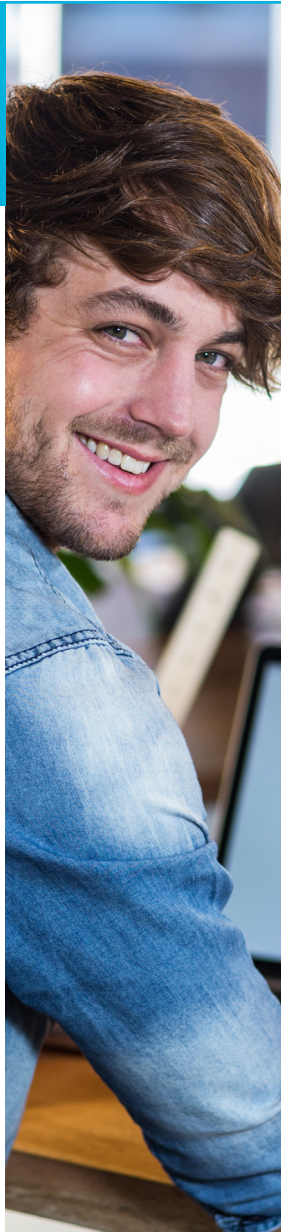
BURLEIGH HEADS COMMENCING 8 FEBRUARY 2017

\$130 (\$10 PER UNIT)* | 15 WEEKS - 2 DAYS A WEEK

ELIGIBILITY: 15 years old +, Queensland resident, Australian or NZ citizen or temporary resident with necessary visa on the pathway to permanent residency, Must not be enrolled in or hold a Certificate III or higher, *Full fee \$2500 for ineligible participants.

PLEASE NOTE: By doing this qualification you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee Program.

This qualification is funded under the VET Investment Plan, a QLD Government Initiative.



NATIONALLY RECOGNISED
TRAINING

\$130* FOR ELIGIBLE PARTICIPANTS

www.acecolleges.edu.au

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