

Train with the experts...

build your professional capability and be recognised with an accredited skill set or traineeship in business

**Fully
Funded**

*conditions apply

BSB30120 Certificate III in Business

EXPRESSIONS OF INTEREST NOW OPEN

Nationally accredited Skill Sets or a Traineeship in Business are ideal for people working in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance or perhaps starting their own business.

Course content...

You will learn how to carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. You will learn how to apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. You may provide technical advice and support to a team or your own business.

You can make a difference in a business environment by upskilling your knowledge and skills in –

- Customer Engagement
- Administration
- Medical Administration
- Records and Information Management

Course details

ENROLMENTS ARE NOW OPEN!	
Course commences	Expressions of interest now being received
Timetable	Flexible: as required
Course Duration	Skill Set: 4-5 months Full qualification: 9 months
Course cost	These courses attract Skilling for Recovery funding, please contact JHI for further details
Course Delivery	Blended learning – online tutorials and face to face workshops held at 49 Hay St, Port Macquarie or on-the-job training

RTO No. 7054.

Australian
Qualifications
Framework



**JOHN HENRY
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CALL OR EMAIL NOW TO REGISTER YOUR INTEREST