Flexible workplace based business training

Our BSB30415 Certificate III in Business Administration on the job training will provide you with the skills to succeed in an administrative environment. The qualification is for those who want to up-skill in software functions, innovative technology and office management tasks. This qualification will fit your needs if you are already employed and want to boost your skills while gaining a formal qualification for the tasks you perform.

MEGT Institute provides flexible training in our employer-clients’ workplaces across most of Australia, tailored to suit students’ and employers needs.

Practical Skills
You will learn to touch type, deliver quality customer service, manage time, monitor performance, organise schedules, contribute to teamwork and produce a wide range of documents.

Employment Outcomes
- Junior PA
- Admin. Assistant
- Receptionist
- Help Desk
- Accounts Payable

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Location</th>
<th>Study Mode</th>
<th>Start Date</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Workplace Delivery</td>
<td>ACT, NSW, QLD, SA, TAS, VIC, WA</td>
<td>Part time, Full time</td>
<td>Contact us</td>
<td>12 to 24 months</td>
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</table>

MEGT Institute
13 6963
megtinstitute.edu.au

Information accurate as at Wednesday, February 15, 2017
Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training.

Entry requirements

No minimum education entry requirements. Students must complete a study skills assessment for basic literacy and numeracy. MEGT Institute require students enrolling in this workplace-based course to be employed in a business environment performing a range of business duties and are supervised and supported in the workplace.

Training and assessment methods

Students receive access to engaging, interactive course content coaching and mentoring by a qualified MEGT Institute facilitator. A combination of assessment tasks including written reports and projects will be utilised for assessment. We also value the role of the workplace in the assessment process and ask supervisors to provide feedback on the students’ abilities via an easy to complete third party report.

Fees and funding

For the latest information on our course fees please visit our website meg tinstitute.edu.au/fees. There are different types of Government funding available to assist you when you are studying. These vary from state to state. Eligibility criteria apply.