Flexible workplace based business training

With our BSB30115 Certificate III in Business, our experienced trainers help you gain the fundamental business skills and knowledge to successfully perform a wide range of duties in diverse industries.

MEGT Institute provides flexible business training in our clients’ workplaces across most of Australia, structured to meet the needs of students and their employers.

Practical Skills
During your training in a Certificate III in Business, you will have the opportunity to increase your skills in organising tasks, managing workplace information, producing business documents, delivering customer service, communicating effectively, fostering innovation and change, multi-tasking and prioritising effectively.

Employment Outcomes
• Customer Service Advisor
• Data Entry Operator
• General Clerk
• Payroll Officer

Delivery Mode | Location | Study Mode | Start Date | Duration
---|---|---|---|---
Workplace Delivery | ACT, NSW, QLD, SA, TAS, VIC, WA | Part time, Full time | Contact us | 12 to 24 months

13 6963 megtinstitute.edu.au
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 and 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 megtinstitute.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.