Boost your business career

Boost your career with our nationally accredited BSB40215 Certificate IV in Business program that will develop your skills to administer business practices across a wide range of industries. You will develop your abilities in leadership, analysis, customer-focus, problem solving and office IT.

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

Practical Skills

Learn to organise meetings, analyse and present information, administer operational plans, promote innovation, develop teams and individuals, report on financial activity, foster customer service, develop marketing strategies and become capable to use advanced Microsoft Excel skills.

Employment Outcomes

• Project Officer
• Administrator
• Admin. Assistant
• Accounts Clerk
• Customer Service

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

13 6963 megtinstitute.edu.au

National Provider Code 3945
MEGT (Australia) Ltd trading as MEGT Institute ABN 85 006 266 280
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.

MEGT Institute offers all students the opportunity to apply for Skills Recognition at enrolment in the course.

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 related duties and where they provide administrative or operational support to individuals and/or teams 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 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.