This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. It provides a base level qualification to core business essentials and is particularly helpful for small to medium enterprise operators looking to improve on general business skills and formalise their qualifications. People undertaking this course may provide leadership and guidance to others in the workplace, with some limited responsibility for their output.

### Delivery and Assessment

Flexible delivery modes include:

- On-the-job training sessions
- Online learning and assessment
- Self-paced learning
- Mainly practical and skills based assessments
- Off-site training and assessment, provided as required

Course delivery and assessment is structured to meet individual and business needs.

### This Course is Suitable for

Small to medium size enterprise operators or individuals who wish to become an Administrator or Project Officer working in fields such as accounts, customer service, clerk, reception or various office administration roles.

### Recognition of Prior Learning (RPL)

RPL recognises your industry qualifications, prior knowledge and experience and measures it against the units in which you are enrolled. Your trainer will create a personalised training plan which recognises your existing industry experience.

### Six Reasons to Start Training Today

- Develop better skilled employees
- Staff training equals better staff retention
- Formally recognise your industry skills
- On-the-job delivery, keeps your valuable employees on-site
- Government funding and incentives are now available (subject to eligibility)
- Online delivery means flexibility to complete in your own time
Career Prospects
Various office administration roles, translating into vital business and enterprise skills. This course is a pathway for further studies in Diploma, Advanced Diploma and Degree level Business and Management areas.

Why Choose VIT?
In-house training facilities
Flexible delivery – suits your business needs
Quality training outcomes since 1998
Experienced industry trainers
We assist you with Government funding eligibility paperwork

“IT was a fantastic opportunity to be a student of VIT. An excellent trainer and very good administration, thanks for your help and support”
Ramanpreet Puar

“The course was very good. Trainer fantastic, flexible and at the same time informative”
Rebecca Bugeja

Entry Requirements
Demonstrated English language literacy, numeracy ability to succeed in the course required, which will be ascertained by an interview or written test if required.
Applicants must be a minimum of 18 years of age

Government Funded Training
This training is delivered with Victorian and Commonwealth Government funding. Eligibility criteria apply.
To contact a VIT consultant
Email: info@vit.edu.au
Phone: (03) 9670 7848
Fax: (03) 9670 7849

Course Units
- Undertake small business planning
- Plan for small business finances
- Profile the market
- Write complex documents
- Support the recruitment, selection and induction of staff
- Organise Meetings
- Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- Make a presentation
- Develop teams and individuals
- Analyse and present research information

Course delivery, outline, units and trainers are subject to change without notification.
Course delivery and assessment is structured to meet the individual and business needs.