UPSKILLED TRAINING PROGRAMS

ADMINISTRATION & BUSINESS

TRAINING COURSES FOR YOU & YOUR STAFF.

WWW.UPSKILLED.EDU.AU | PHONE: 1300 009 924 | EMAIL: INFO@UPSKILLED.EDU.AU
Navigate a world of commercial opportunities with Upskilled

Administration & Business incorporates a broad range of contexts around admin, management, marketing, communications, and strategic implementation. Whether you’re aiming for boardroom success or want to thrive on your own terms in small business, Upskilled will accelerate your skills development and enhance broader vocational understandings.

- Rolling start dates and choice of delivery mode – classroom, online, onsite
- Individuals leverage existing knowledge to achieve a nationally accredited qualification
- Businesses translate vocational learning into positive measurable outcomes.

Training solutions that work

As a leading RTO, Upskilled offers quality skills training to individuals and businesses in every state and territory of Australia. The efficient delivery of our innovative Certificate and Diploma courses builds key competencies, allowing participants to accelerate their professional development and organisations to achieve competitive advantage.

Government Funding

Upskilled works closely with state and federal agencies to monitor changes in the funding framework and administer incentives, ensuring every opportunity to cover your course fees is explored. For further information, please visit www.upskilled.edu.au

In 2011 Upskilled

- Offered 32 qualifications across 7 key disciplines
- Conducted 3,493 individual course sessions at 70 metropolitan and regional locations nationwide
- Delivered vocational training to 7,000 participants during 27,944 hours of class time.