“The format was great and our trainer’s knowledge, work experience, and teaching skills made this course one of the most beneficial I have done. The conference facilities at the Quality Hotel Powerhouse were also outstanding.”

Leanne Calthorpe, Office Manager
GARTALE PTY LTD

ADMINISTRATION & BUSINESS

Addressing the complex demands of managing an office environment across virtually any sector, Upskilled participants earn qualifications that build sophisticated skill sets, allowing them to thrive in the administrative aspects of any professional role in the commercial sphere.

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

CERTIFICATE COURSES

- Certificate III in Business Administration BSB30407
- Certificate IV in Business BSB40207
- Certificate IV in Business Administration BSB40507
- Certificate IV in Small Business Management BSB40407

DIPLOMA COURSES

- Diploma of Business BSB50207
- Diploma of Business Administration BSB50407

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.