ADMINISTRATION & BUSINESS

TRAINING COURSES
FOR YOU & YOUR STAFF.

WWW.UPSKILLED.EDU.AU | PHONE: 1300 009 924 | EMAIL: INFO@UPSKILLED.EDU.AU
ADMINISTRATION & BUSINESS

Addressing the complex demands of managing an office environment across virtually any sector, Upskilled’s 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 and 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 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 over 70 metropolitan and regional locations nationwide
- Delivered vocational training to over 7,000 participants during 27,944,083 hours of class time.

“The format, Trainer, along with his knowledge, work experience and teaching skills made this course one of the most beneficial I have done. The Quality Hotel Powerhouse conference facilities and staff were outstanding as well.”

Leanne Calthorpe, Office Manager
GARTALE PTY LTD