Study today, Success tomorrow.

CHILDCARE • BUSINESS • TECHNOLOGY • WHS

The mission of Diversity Skills Training is to be a leading academic institute in Australia by providing students with high quality education designed to meet their vocational goals in an efficient, professional, compliant and safe learning environment.

Diversity Skills Training is a Nationally accredited training provider delivering a wide scope of courses to the diverse community across Australia.

The ethos of Diversity Skills Training is based on proven experience in the training area and an understanding of local cultural diversity. Diversity Skills Training believes in the transfer of knowledge and skills and therefore our vision is to assist all our students in developing themselves both personally and vocationally. Diversity Skills Training believes in a holistic approach to education. It offers students the opportunity to develop their potential in a stimulating educational environment that is warm, friendly, exciting and multicultural and free from discrimination and harassment.

With multi lingual trainers and tutors, Diversity Skills Training will engage and inspire and nurture all training clients to the completion of their qualification.

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National RTO code 91827
NSW | WA | QLD | VIC | NT | ACT | SA

Enrol Now! www.diversityskills.edu.au
Overview
This course provides the skills and knowledge for an individual to be competent for a variety of office positions including: Administration, Payroll Officer, Data Entry Operator, Information Desk clerk, Office Management, Receptionist.

This course is designed as a follow up to the Business Certificate II course, or a more advanced introduction into the area of Business operations. This course includes training in MS word software such as MS Word, Excel, Powerpoint and also cover areas of business documents, financial programs, quality management and customer relations.

Preferred Pathways for candidates considering this qualification include: BSB2012 Certificate II in Business or other relevant qualification OR with vocational experience assisting in a range of support roles without a formal business qualification.

Certificate 3 Guarantee Program
The Certificate 3 Guarantee is a key initiative under the Queensland Government’s five year reform action plan for the vocational education and training sector – Great skills. Real opportunities. For eligible participants, the Certificate 3 Guarantee will deliver a minimum entitlement to a State Government subsidised Australian Qualifications Framework (AQF) certificate level III qualification.

The primary intent of the Certificate 3 Guarantee is the delivery and completion of certificate level III qualifications which lead to employment or career progression.

The Certificate 3 Guarantee complements the existing Queensland Government User Choice arrangements for apprenticeship and traineeship training. The amount of subsidy provided will depend on the demand for skilled workers in the area of study.

Eligible training participants can only access Certificate 3 Guarantee through approved training providers (Pre-qualified Suppliers) such as Diversity Skills Training. Students should expect to contribute to the cost of their training through a student contribution fee. Prospective students are only eligible for one subsidised training place for a certificate level III qualification.

Details
Entry Requirements
To be eligible for the Certificate 3 Guarantee, prospective student must:

• not hold or be currently undertaking a certificate level III or higher qualification. This does not include certificate level III qualifications completed while at secondary school
• be 15 years of age or older
• have finished secondary school or left school
• be an Australian citizen or Australian permanent resident residing in Queensland or a New Zealand citizen permanently residing in Queensland.

There are no prerequisite for the qualification, however an initial LLN assessment will be conducted to identify their ACSF level.

Duration
12 months face to face or online.

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<tr>
<td>BSBWHS302</td>
<td>Apply knowledge of WHS legislation in the workplace</td>
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<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
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<tr>
<td>BSBIA301</td>
<td>Maintain financial records</td>
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<td>BSBINM301</td>
<td>Organise workplace information</td>
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<td>Process customer complaints</td>
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<td>Create and use databases</td>
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<td>Create electronic presentations</td>
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<td>Design and produce text documents</td>
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<td>SBSTL304</td>
<td>Produce spreadsheets</td>
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<td>SBSTL305</td>
<td>Conduct online transactions</td>
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<td>SBSTL306</td>
<td>Design and produce business documents</td>
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<tr>
<td>SBSSUS301</td>
<td>Implement &amp; monitor environmentally sustainable work practices</td>
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