

<b>TMG</b>	<b>Business</b>
Contact Person:	<b>Kerryanne Meiorin M: 0468 331 919</b>
Certificate Name	Certificate III in Business
Certificate Code	BSB30115
SBAT duration ( months)	12 months
Course Nominal hours (total)	530
RTO number	21694
Training Provider Name	TMG College Australia
Cost for student (Training)	<b>Full Fee: \$265 Concession: \$53</b>
Off-Site Training Address	411 King Street Melbourne 3003: <i>A short walk from Flagstaff Station</i>
Day	<b>WEDNESDAY</b>
Class times	9.00am 3.30pm
Average time required to do independent study	4 hours per week
Employer Name	Recruitment 1
Host Employer Location?	Melton/Brimbank Locations. <i>NOTE: Employment is subject to trainee geographic location to ensure optimum accessibility and will be discussed prior to enrolment</i>
Payment - Year 11	\$10.27
Payment - Year 12	\$11.32
Commencement date	December 2019/January 2020
Work Days: Hours at work	7 hours
Completion date	Nov-20
Public Transport	TBC
Typical task 1 on worksite	Interact with customers and process complaints
Typical task 2 on worksite	Maintain files and workplace information
Typical task 3 on work site	Design business documents such as invoices and spreadsheets
Application process ( Include important dates or ref to attached flyer)	Complete Expression of Interest form
Student Requirements / Eligibility	Students will be required to work in a customer service environment and will be required to work in a team to maintain workplace documentation.
Pathway Options	Students will gain insight into managing a business' information and records. It will provide students with the training needed to work within an office environment in various roles.