

## Application for Enrolment

CREATE's Certificate III in Business Administration is:

- Government funded
- Centrelink approved
- Approved by Parents Returning to Earning

Government funded courses may be free or have concessions for eligible applicants.

If you are interested in enrolling in this or any other CREATE Training course please complete the details below and return to CREATE .

Name

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Address

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Phone

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Mobile

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Email

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Course:

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Intake Feb  July

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The logo for CREATE, featuring the word "create" in a blue, lowercase, sans-serif font. To the right of the text is a stylized blue icon of a person with arms raised, suggesting growth or achievement.

PO Box 146  
CORIO VIC 3214

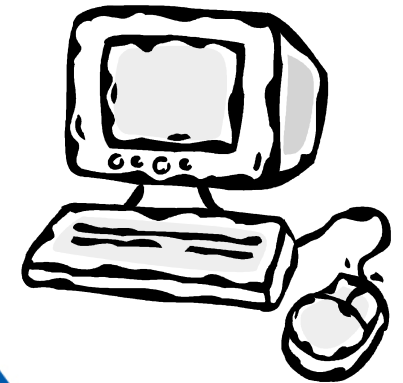
Phone: 5240 2100  
Fax: 5277 1795

E-mail: [headoffice@creategeelong.com](mailto:headoffice@creategeelong.com)

[www.creategeelong.com](http://www.creategeelong.com)

The logo for CREATE, featuring the word "create" in a blue, lowercase, sans-serif font. To the right of the text is a stylized blue icon of a person with arms raised, suggesting growth or achievement.

## Certificate III in Business Administration



*Providing  
the difference*


# Certificate III in Business Administration


## Course information

Our Certificate III in Business Administration will provide you with the skills and knowledge to enter the business sector as a trained and valuable staff member. The course provides you with the industry information and experience required for work in a range of environments.

## How to enrol

If you would like to enrol in this course you need to;


 Complete the “Application for enrolment” on the reverse of this brochure and return to CREATE to reserve a place


 Attend an information session so you know what to expect during the course

## Work placement

Students are required to successfully complete work placement as part of this course.

The purpose of placement is to;

 Allow you to put into practise the knowledge you will have gained during the course




 Experience the industry in a “real life” setting

Students are required to undergo a Police Records Check and Working with Children’s Check at their own expense to meet workplace regulatory requirements before commencing work placement

## Why train with CREATE?

CREATE combines a highly qualified and experienced trainer with a passion for the industry with quality training and industry based work experience for a winning combination.

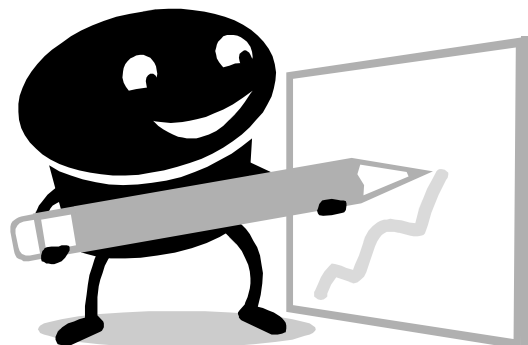
### We can offer you:

-  Industry entry level training
-  Industry based work placement during the course
-  Experienced and professional trainers with current industry experience

## When and where

The Certificate III in Business Administration is delivered over three days per week for 18 weeks. Class times are 9.30am – 3.00pm.

This course is delivered from CREATE’s Mackey St Office and has intakes in both February and July of each year.



## Employment Opportunities

Successful completion of the Certificate III in Business Administration will prepare you for employment as an accounts clerk, receptionist and office administrator.

## Fees and Charges

This course may be available to you at the concession rate. Students (or listed dependants) who hold a concession card are eligible for a concession on their tuition fees.

Students who find it difficult to pay the total balance of their fees prior to commencing the course can elect to pay a deposit and use a payment plan to settle the outstanding balance. Further information will be provided with your enrolment pack.

Tuition / Full Fee	\$830
Tuition / Concession	\$120

*Government funding may apply  
Eligibility criteria applies*

*For further information refer to the CREATE  
Training Fees and Charges Brochure*