

Certificate III in Business - BSB30101

Certificate III in Business is designed for people who are currently or wish to be employed in an administrative role within an office environment. Typically, employees would perform a range of duties such as; producing business documents, organising workplace information, customer service and maintaining financial records.

Certificate IV in Business – BSB40101

Certificate IV in Business is designed for people who currently or wish to play a substantial role in a business environment. Typically, employees would perform a range of tasks including problem solving, leadership and guidance, implementation of improved work practices and provide solutions to non-routine issues.

Certificate IV in Business (Human Resources) BSB40101

Certificate IV in Business (Human Resources) is designed for people who currently or wish to play a substantial role within a Human Resources or People Management environment. Typically, employees would perform a range of tasks including recruitment and selection, administering and processing HR documentation, and dealing with workplace issues.

Certificate IV Business (Frontline Management) BSB41004

Certificate IV in Business (Frontline Management) is designed to assist managers and supervisors who participate in and have responsibility for business operations, work practices and teams and individuals.

Frontline Managers have significant contact with customers, clients and employees and therefore possess considerable information as to how an organisation operates, what its customers/clients think and want, and how the employees are responding. By linking frontline management development with business goals, your enterprise will become a better performer and a more competitive enterprise.

Diploma of Business (Frontline Management) BSB51004

This qualification is ideal for business managers who need to combine operational activities with people management while simultaneously growing their business.

It is equally suitable for managers within large enterprises where functions are broken down into teams or divisions or to managers of small to medium business, where they require good knowledge and skills across a broad range of management functions.

For further information, please contact Frances or Jacqui on 03 6223 3055 or learning@searsonbuck.com.au