



## GREAT OPPORTUNITY FOR PARENTS SEEKING TO DEVELOP THEIR SKILLS AND ENHANCE THEIR CAREER OPPORTUNITIES

Dear Parents

Somerville Rise Primary School has been offered funded places in a **Certificate III Business BSB30115** program. This offer is available to parents and friends of the school community who meet an eligibility criteria. This course will be held in your local area and participants are required to attend a four hour training session each fortnight. Morning or evening classes are available.

The training program has a strong emphasis on the use of computer technology in the workplace. It is designed to equip you with the essential skills and knowledge needed for a range of careers in diverse business environments. **This qualification could be your ticket to a new career or a new direction in life.** Your employment opportunities will be enhanced with the study of basic through to intermediate computer skills, organisational skills in managing multiple tasks, providing internal and external customer service, and working well with others as well as working independently. Upon successful completion you will be presented with a nationally recognised qualification.

All participants will be loaned a notebook computer to use throughout the duration of the course. This notebook computer has all programs and relevant resources for the completion of assessment activities, which are required to be completed at home between each training session.

This is a great opportunity for parents seeking to develop their skills and enhance their career opportunities.

More information is provided in the attached brochure or on our website [www.tiv.com.au/parents](http://www.tiv.com.au/parents).

If you are interested, please complete the expression of interest form below and return it to the school office by **Thursday 18th May 2017** or register your interest online at [www.tiv.com.au/parents](http://www.tiv.com.au/parents). A course advisor will contact you to discuss this opportunity further at your preferred time.

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### EXPRESSION OF INTEREST – Somerville Rise Primary School

Please fill out the form below or register your interest on-line at [www.tiv.com.au/parents](http://www.tiv.com.au/parents)

Feel free to contact our course advisors to discuss your options on **9888 3599**

Name \_\_\_\_\_  
Contact Number \_\_\_\_\_ Preferred time to be contacted \_\_\_\_\_  
Email \_\_\_\_\_

If the following four statements apply to you then you may be eligible for Government funding.

- 1 I am an Australian or New Zealand Citizen or a Permanent Resident who resides in Victoria.
- 2 I am up skilling (i.e. I have not successfully completed a Certificate III or higher qualification).
- 3 I have not enrolled in more than two Government funded courses this year.
- 4 I have not commenced a maximum of two subsidised courses at the same level in my lifetime.

My preference is to train  Mornings 9:30am – 1:30pm  Evenings 6:00pm – 10:00pm



**A**re you thinking of a career change or returning to work?

Update your computer and workplace skills



## CERTIFICATE III IN BUSINESS (BSB30115)

<b>Cost:</b>	<b>No charge.</b> Government Funding is available for participants who meet an eligibility criteria
<b>Delivery Model:</b>	A flexible part-time delivery designed for busy adults Participants attend a 4 hour training session each fortnight (12 sessions) <b>Morning classes 9.30am—1.30pm or evening classes 6:00pm—10:00pm</b> Assessment activities completed between each training session <b>No training during school holidays</b>
<b>Support:</b>	Individualised support between training sessions  All participants will be loaned a notebook computer for the duration of the course which has all programs, course material and resources installed to support the completion of all class activities and assessment tasks  For more detailed information about the course structure visit <a href="http://www.tiv.com.au">www.tiv.com.au</a>
<b>Location:</b>	Classes will be held in the local area
<b>When:</b>	Classes will be commence in Term 2

If you are interested and would like more details on the course structure either:

1. Complete the "Expression of Interest" section on the previous page and return it to the school office by **Thursday 18th May 2017**
2. Visit the website [www.tiv.com.au](http://www.tiv.com.au)
3. Register online at [www.tiv.com.au/parents](http://www.tiv.com.au/parents)
4. Or call one of our course advisors on **9888 3599**

9888 3599

[people@tiv.com.au](mailto:people@tiv.com.au)

[www.tiv.com.au](http://www.tiv.com.au)

### Why study with us....

- High completion rates
- Flexible part-time study
- Small class size
- Day and evening classes
- Our trainers are industry professionals
- Dedicated student support
- Courses are nationally recognised

### Career Paths....

- Office Administration
- Customer Service Representative
- Receptionist
- Personal Assistant
- Self-Employed/Business Owner

**"Administration is one of the best industries for work—life balance, with part-time and home-based roles available".**

Source: Seek.com.au

**For more information or to enrol contact our course advisors today!**



9888 3599



[www.tiv.com.au/enquiry](http://www.tiv.com.au/enquiry)

*This Course is designed for students who wish to gain and improve their fundamental business skills and knowledge to successfully perform a wide range of duties in diverse industries.*

*Upon successful completion of this course, you'll be awarded the nationally recognised Certificate III in Business (BSB30115) and may proceed to higher qualifications.*

*People with disabilities are encouraged to enquire.*

*This training is delivered with Victorian and Commonwealth Government funding.*

### Testimonials...

"Having completed both Certificate III and IV in Business, I would highly recommend this course for those wanting to enhance and update their computer/business knowledge. The information supplied in the course manual was very detailed, informative and easy to follow. Personally, this course has taken my computer skills to a new level and I have a greater understanding of the latest business and technology updates"

Graham McMechan

"I thoroughly recommend this course for I have gained both confidence and skills to seek employment as an Administration Assistant. Thanks TIV".

Melissa Suli

"Doing Cert III at TIV has certainly given me knowledge and confidence. The instructors are very helpful and are always available. I've enjoyed the course and am back for more. I'm now doing Cert IV!"

Consuelo Paguio .