

# ADMINISTRATION TRAINING / CAREER MATRIX

Bachelor of Business	Graduates are equipped with the necessary knowledge, skill and self-confidence to assist in effective and successful management, within constantly changing and highly competitive national and international business environments.	Company Secretary / Office Manager / Financial Controller (Negotiated with Management)
Vocational Graduate Diploma of Strategic Business	This course will provide high level skills in marketing, corporate governance and risk management.	Office Manager / Senior Management Team (Negotiated with Management)
Vocational Graduate Certificate in Strategic Business	This course provides advanced management skills in leadership, business strategy, human resources, and financial management.	Office Manager / Senior Management Team (Negotiated with Management)
Diploma of Business	This course will provide business essentials and the confidence to undertake a variety of entry level roles in a range of industries.	Office Manager / Senior Management Team (Negotiated with Management)
Certificate IV in Business Administration	This course will provide general computing and administrative skills as well as the fundamentals of supervision, market research and finance.	Senior Administration Clerk (2 <sup>nd</sup> – 3 <sup>rd</sup> Year of employment)
Certificate III in Bus	This introductory course will provide the practical and theoretical skills need for successful office administration. This is suitable for administrators with a basic level of independent job roles.	Administration Clerk (1 <sup>st</sup> – 2 <sup>nd</sup> Year of employment)
Certificate II in Business	This qualification provides the necessary computing and administrative skills for entry-level administration roles.	Junior Administration Clerk (Probation Completed) (3 – 6 months)
Certificate I in Business	This is the first step on a career path for junior trainee administrators and new employees. (School based part-time traineeship).	Junior Team Member with no previous office experience (Probation Completed) (3 – 6 months)
Course in General Safety Induction Construction I	Pre-requisite for all new team members	New Team Member on probation (0 – 3 months)