

**YOU MAY BE ELIGIBLE FOR GOVERNMENT FUNDING  
OR INCENTIVES TO COVER ALL COURSE COSTS!**



# BUSINESS COURSES THAT SUIT YOU

Upskilled is a leading RTO that innovates the effective and efficient delivery of vocational qualifications to working professionals at Certificate and Diploma level. As one of the largest Registered Training Organisations in Australia, we partner both with industry and career-minded individuals to secure superior measurable outcomes across the skills training sector.

## Optimum delivery

With Upskilled courses typically delivered in 7 full-day workshops, participants are able to accelerate their personal and professional development within a short timeframe. Our qualifications allow individuals to increase productivity and job satisfaction while progressing career prospects and salary expectations.

## Benefits of training with Upskilled

- Study online or via our face to face classroom solutions
- Nationally recognised qualifications
- Industry leading instructors
- Start immediately and learn at your own pace
- Government Funding & Incentives available which could cover the full cost of your course for eligible students

## Upcoming Courses in Rockhampton

### *Certificate IV in Business Administration – 9th March 2012*

The Certificate IV in Business Administration will provide you with comprehensive supervisory skills to work in administrative management. Business Administration graduates can look forward to rewarding careers as office manager/supervisors, executive assistants, office administrators, computer operators and clerical assistants or receptionists

### *Certificate IV in Frontline Management – 9th March 2012*

Supervisors, team leaders, customer service managers and project managers are often referred to as frontline managers. The Certificate IV in Frontline Management is designed to build skills and knowledge across a broad range of management areas

### *Diploma of Management – 12th March 2012*

This is a qualification which provides the core leadership competencies required by contemporary managers. It is particularly appropriate for those with operational or technical backgrounds who now find they are managing others. It can also be an excellent induction module for newly promoted staff, as well as a valuable resource for the more experienced manager.

### *Diploma of Project Management – 13th March 2012*

The Diploma of Project Management will provide you with the skills and knowledge to plan and manage projects that achieve the goals and objectives important to project managers and an organisation, regardless of its line of business or industry. It gives a working knowledge of project management as well as an understanding of methods, techniques and tools available to help you manage your projects more effectively.

### *Suited To*

Administrators, Managers and Supervisors

Interested in Upskilling? Complete the company training assessment form at <http://www.upskilled.edu.au/RTA.html>

PHONE: 1300 009 924

EMAIL: [WWW.UPSKILLED.EDU.AU](http://WWW.UPSKILLED.EDU.AU)

WEB: [WWW.UPSKILLED.EDU.AU](http://WWW.UPSKILLED.EDU.AU)