

## EXTERNAL STUDIES



## ACCOUNTING AND FINANCIAL SERVICES

**CERTIFICATE III IN FINANCIAL SERVICES**

FNS30304

This qualification will provide you with the practical skills and knowledge to record and create summaries of the financial transactions of a business or other organisation. You will learn skills that enable you to process journal entries, payroll and bank receipts, prepare, process and maintain financial records, prepare financial reports and use business equipment.

**CERTIFICATE IV IN FINANCIAL SERVICES**

FNS40604

This qualification will provide you with the practical skills and knowledge to record and create summaries of the financial transactions of a business or other organisation for management purposes. Subjects covered include those in Certificate III in Financial Services (Accounts Clerical), and you will learn both manual and computerised accounting to undertake duties such as completing a business activity statement and other office taxes, operational reporting, preparation of budgets, classifying, recording and reporting duties.

**DIPLOMA OF ACCOUNTING** FNS50204

This qualification will provide you with the practical skills and knowledge to record and create manual and computerised summaries of the financial transactions of a business or other organisation. Subjects covered include those in Certificate IV in Financial Services (Accounting), plus you will learn skills to produce and analyse financial reports and prepare tax returns. You will also learn skills to manage a small team and develop business plans.

**ADVANCED DIPLOMA OF ACCOUNTING**

FNS60204

This qualification will further develop your practical skills and knowledge in accounting. Subjects covered include those in the Diploma of Accounting, plus you will learn skills in complex tax returns and lodgements, complex corporate financial reports, and corporate governance activities. You will also learn to develop and use complex spreadsheets and conduct internal audits. You may also learn skills to develop an operational business plan or implement tax plans and evaluate tax compliance.

For further information on any of the Accounting courses listed above kindly contact us on (08) 97807320 or (08) 97807360 and we will forward your enquiry to the relevant lecturer.

## BUSINESS ADMINISTRATION

**CERTIFICATE III IN BUSINESS**

ADMINISTRATION BSB30407

This qualification will further develop your practical skills and knowledge to undertake a range of tasks in an office environment. You will learn skills to develop a broad range of competencies in varied office tasks, including customer service, recordkeeping, manual or computerised accounts and payroll processes. You will also learn to produce business documents and develop databases and spreadsheets.

**CERTIFICATE IV IN BUSINESS**

ADMINISTRATION BSB40507

This qualification will provide you with the practical skills and knowledge required of supervisors, team leaders and middle managers in a wide variety of contexts. You will learn how to provide solutions to a defined range of problems, and analyse and evaluate information from a variety of sources.

For further information on any of the Business Administration courses listed above kindly contact us on (08) 97807320 or (08) 97807360 and we will forward your enquiry to the relevant lecturer.

## OCCUPATIONAL HEALTH AND SAFETY

**CERTIFICATE IV IN OCCUPATIONAL HEALTH & SAFETY** BSB41407

This qualification will provide you with the practical skills and knowledge to apply to a wide variety of OHS contexts. You will learn how to contribute to the implementation of OHS processes in the workplace. You will be able to identify hazards and assess OHS risks, assist with compliance with OHS and other relevant laws, use equipment to conduct workplace monitoring and contribute to the implementation of emergency procedures.

**DIPLOMA OF OCCUPATIONAL HEALTH & SAFETY** BSB51307

This qualification will provide you with the practical skills and knowledge to work within the field of occupational health and safety as a supervisor/manager. You will develop skills to coordinate and maintain the OHS program within an organisation. You will develop a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate your own work and the work of others with safety responsibilities.

For further information on the Occupational Health and Safety courses listed above please contact us on 9780 7262 or email [els@swrc.wa.edu.au](mailto:els@swrc.wa.edu.au) and we will forward your enquiry to the relevant lecturer.

## INFORMATION TECHNOLOGY

**CERTIFICATE I IN INFORMATION**

TECHNOLOGY ICA10105

This qualification will provide you with the practical skills and knowledge to operate a computer at a basic level. You will learn skills required to create a document using a word processing application, use email and other Internet services, and perform other simple computer operations.

**CERTIFICATE II IN INFORMATION**

TECHNOLOGY ICA20105

This qualification will provide you with the practical skills and knowledge to operate the essential functions of software applications of a computer. You will learn skills that enable you to operate a computer and use software applications which could include packages for word processing, spreadsheets, databases, presentation packages, internet, email and basic web page construction.

For further information on any of the Information Technology courses listed above kindly contact us on (08) 97807320 or (08) 97807360 or forward your enquiry to [judy.hill@swrc.wa.edu.au](mailto:judy.hill@swrc.wa.edu.au)

## MANAGEMENT

**CERTIFICATE IV IN BUSINESS** BSB40207

This qualification will provide you with the practical skills and knowledge required of supervisors, team leaders and middle managers in a wide variety of contexts. You have a choice from 9 elective units including e-business, customer service, marketing, IT use, IT support, innovation, project management. You will learn how to provide solutions to a defined range of problems, and analyse and evaluate information from a variety of sources.

**CERTIFICATE IV IN SMALL BUSINESS**

MANAGEMENT BSB40407

This qualification will provide you with the practical skills and knowledge to plan, establish, promote and operate a small business (20 employees or less). You will learn to undertake small business planning, plan small business finances and market the small business. You will also learn to establish the legal and risk management requirements of small business in a wide variety of small business contexts.

For further information on any of the courses listed above kindly contact us on (08) 97807320 or (08) 97807360 and we will forward your enquiry to the relevant lecturer.

## EXTERNAL STUDIES


**CERTIFICATE IV IN FRONTLINE MANAGEMENT** BSB40807

This qualification will provide you with the practical skills and knowledge to undertake the role of first line of management in a wide range of organisational and industry contexts. You may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes. You will learn management strategies including how to implement an operational plan, show leadership in the workplace and promote team effectiveness

**SCHEDULE OF DELIVERY**

Workshop delivery of the following units takes place from 9.00am - 4.00pm on the nominated dates at a cost of \$350-00 each:

Implement operational plan	14 Oct
Implement continuous improvement	25 Nov

**Self paced external study is the designated mode of delivery for the following units:**

Develop work priorities	\$350-00
Develop teams and individuals	\$350-00
Establish effective workplace relationships	\$350-00
Show leadership in the workplace	\$350-00
Promote team effectiveness	\$350-00
Monitor a safe workplace	\$350-00
Implement operational plan	\$350-00
Implement continuous improvement	\$350-00
Identify risk and apply risk management process	\$385-00
Organise meetings	\$385-00
Coordinate business resources	\$385-00
Report on financial activity	\$385-00
Implement customer service standards	\$385-00
Coordinate implementation of customer service strategies	\$385-00

**DIPLOMA OF MANAGEMENT**
BSB51107

This qualification will provide you with the practical skills and knowledge to manage operational areas of an organisation or to add value to, or review, management practices. You will have considerable experience in your respective industry or vocational area. You will be able to select units from a broad range of management options including customer service, financial management, information management, project management, risk management and human resource management.

For further information on any of the Management courses listed above kindly contact Liz Renfree on (08) 97807153 or Raina Hawley on (08) 97807147

**TRAINING AND ASSESSMENT**
**CERTIFICATE IV IN TRAINING AND ASSESSMENT** TAA40104

This qualification will provide you with the skills and knowledge required to facilitate learning and maintain and enhance professional practice through competency-based assessment in a range of settings. You will learn how to design and develop learning programs and resources to support delivery. You will also learn how to plan and organise assessment, design and develop assessment tools and assess competency in a vocational, training and education environment.

**SCHEDULE OF DELIVERY**

Delivery of the following units takes place from 9.00am - 4.30pm on the nominated dates unless otherwise specified.

**Training in the VET sector**

Work effectively in vocational education and training	13 Oct	\$520-00
Use training packages to meet client needs	13 Oct	\$450-00

**Workplace Assessor Skills**

Plan and organise assessment	11&12 Nov	} \$1,190-00 workshop
Assess competence		
Develop assessment tools	11&12 Nov	} \$830-00 externally
Participate in assessment validation		

**Essential of Effective Training**

The following units are to be completed only after competence is achieved in all core units and will be offered as required:

Foster and promote an inclusive learning culture	\$520-00
Ensure a health and safe learning environment	\$450-00

For further information on the Training and Assessment course listed above kindly contact Liz Renfree on (08) 97807153 or Raina Hawley on (08) 97807147.