

# CONSIDER US AT CONSIDER THIS TRAINING!

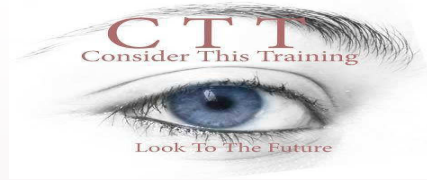
The Consider This Training team are industry professionals with extensive real world experience in the sectors we offer qualifications in.

What this means for our students is that because we have started from the ground floor in our careers and have worked our way up enables us to better relate to and understand our students positions and possible challenges.

We have modern training facilities and industry equipment for practical application.

We are positive about helping our students achieve positive outcomes. We deliver nationally recognised qualifications that will help improve your chances of securing a job in your desired career pathway .

**YOUR PATHWAY, YOUR OPPORTUNITY,  
YOUR CAREER, STARTS HERE WITH  
CONSIDER THIS TRAINING !!**



## TRAINING LOCATIONS:

### Heathdale Community Centre:

Cnr Koockaburra Ave & Nightingale Drive,  
Werribee 3030

### High Point Shopping Centre:

120-200 Rosmond Road, Maribymong  
3032.

### Iramoo Community Centre:

84 Honour Ave, Wyndham Vale 3024

### Wyndham Leisure and Event Centre:

88 Derrimut Road, Hoppers Crossing 3029

### Cranbourne Office:

146A High Street, Cranbourne 3977

### FCCVI:

93 Cowper Street, Footscray 3011

## Contact us on:

**P:** (03) 5995 2050

**M:** 0409 952 091

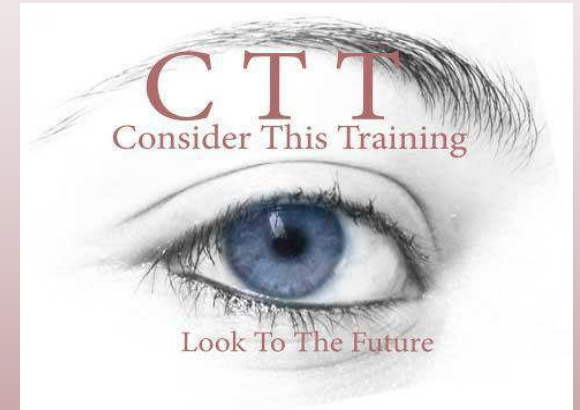
**F:** (03) 5995 3510

**E:** [considerus@cttraining.net.au](mailto:considerus@cttraining.net.au)

**W:** [www.cttraining.net.au](http://www.cttraining.net.au)

Consider This Training : RTO # 21883

# CERTIFICATE II, III & IV BUSINESS



**CONSIDER US:  
(03) 5995 2050**

[www.cttraining.net.au](http://www.cttraining.net.au)



## BSB20107 CERTIFICATE II IN BUSINESS

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

BSBOHS201A	Participate in OHS processes
BSBCUS201A	Deliver a service to customers
BSBCUS201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information.
BSBCMM201A	Communicate in the workplace
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBWOR202A	Organise and complete daily work activities
BSBWOR203A	Work effectively with others.
BSBWOR204A	Use business technology

## BSB30107 CERTIFICATE III IN BUSINESS

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.  
12 units must be selected for this qualification including: 1 core unit and 11 elective units

BSBOHS201A	Participate in OHS processes
BSBCUS301A	Deliver and monitor a service to customers
BSBINM301A	Organise workplace information
BSBCMM301A	Process customer complaints
BSBITU302A	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spread sheets
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBPRO301A	Recommend products and services
BSBWOR301A	Organise personal work priorities and development
BSBWRT301A	Write simple documents

## BSB40207 CERTIFICATE IV IN BUSINESS

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

10 units must be selected for the following qualification including: 1 core unit and 9 elective units

BSBOHS407A	Monitor a safe workplace
BSBCUS401A	Coordinate implement of customer service strategies.
BSBADM405B	Organise meetings
BSBITA401A	Design data bases
BSB ITS401A	Maintain business technology
BSBITU401A	Design and develop complex text documents.
BSBLED401A	Develop teams and individuals
BSBPMG510A	Manage projects
BSBRES401A	Analyse and present research information.
BSBWRT401A	Write complex documents.
BSBCUS403A	Implement customer service standards

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