

To ensure more people can get the skills Queensland needs, the Government is offering Queenslanders the opportunity to access high quality training that is directly linked to employment and career growth.

From 1st July 2013, the Certificate 3 Guarantee will give eligible Queenslanders access to a government subsidised training place, up to and including their first Certificate level III qualification. Skills at Top is an award-winning training academy located in Ipswich for over 24 years and we are currently accepting enrolment applications for the following qualifications:

Certificate III in Business (BSB30112)

Certificate III in Business Administration (BSB30412)



The program is available for any Queensland resident **who does not already hold, or is not already enrolled in,** a Certificate III or higher level qualification of any description (please note that Certificate III qualifications completed at secondary school are not counted). *You must also be aged over 15 years of age, no longer at school and be an Australian or New Zealand citizen permanently residing in Queensland.*

Your current employment status will not affect your ability to access this subsidised training opportunity; you can be unemployed and seeking work, or working on a full-time, part-time or casual basis.

A minor student contribution fee will apply to this training (a requirement of Queensland Government). Skills at Top will calculate this based upon how you intend to study (online from home or at our academy), the types of training materials that you would like to use (electronic or hard-copy) and whether or not you choose to apply for Recognition of Prior Learning and/or Credit Transfer. Following is our Schedule of Fees for this Certificate III program:

Description of Services	Student Contribution Fee (non-concessional participants) Calculated per unit of competency	
	Certificate III in Business (12 units of competency)	Certificate III in Business Administration (13 units of competency)
Online study program (study anywhere, anytime)	\$30.00 per unit	\$30.00 per unit
Correspondence study program with hard copy training manuals (access to a computer with internet connection is required to upload your assessment material)	\$45.00 per unit	\$45.00 per unit
Classroom based online study program	\$40.00 per unit	\$40.00 per unit
Classroom based study program with hard copy manuals	\$55.00 per unit	\$55.00 per unit
Application for Recognition of Prior Learning	\$20.00 per unit	\$20.00 per unit
Credit Transfer	No Fee	No Fee

- A firm quotation of your calculated student contribution fee will be provided upon receiving your application and discussing an appropriate training plan to meet your needs (and your mode of study preference). Full payment for the qualification can be made up front or the option is available to “pay as you go”. A tax invoice will be issued to enable you to claim any appropriate tax deductions for self-education expenses to advance your career.
- Please note that the above student contribution fees relate to Certificate III level units of competency. An additional student contribution fee of \$40.00 per unit per category will apply to students that choose to undertake a Certificate IV level unit as part of their Training Plan.
- If you are registered with a JSA (Job Services Australia) provider, you may be able to access additional funding to pay student contribution fees.
- A discount of 25% will apply on all fees to concessional students that hold a Health Care concession card or Pensioner concession card issued under Commonwealth law (or verification that you are the dependent of a person who holds the same); or if the participant is an Aboriginal and Torres Strait Islander.

Great state. Great opportunity.

Take advantage of this exceptional training funding opportunity today to gain a Nationally Recognised business qualification to support your resume and career prospects.

Skills at Top is a division of the Top Office Group of Companies (Queensland owned family business established 1989)

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