



Help your existing staff to improve their
office and administration skills through the

BSB30407 Certificate III in **Business (Administration)**

**Why use the existing worker Traineeship scheme to
boost your bottom line?**

Higher skills= More sales and profit
Better marketing techniques= Less competitors
Trained staff = More job satisfaction and increased motivation
On and off the job training= meeting needs of industry
Set training timetables= Roster around training with ease
Private College= Current relevant industry information

Current traineeship information as follows:

Cert III for existing workers
Commonwealth incentives of between \$1,250 and \$4,000 per person usually available and
employer funds the training at Jenard using the incentives
(Jenard fees for Cert III in Business are \$1,750 per person plus \$260 for set of workbooks)

Interested in finding out more?

Phone Jenny or Ellen on 62 341433 Or email Jenny Fitzgibbon on jennyf@jenard.com.au

A sample of a Certificate III in Business Admin timetable is attached,
Let Jenard help you grow.

Jenard Training & Personnel, your private Tasmanian training college since 1991.