



CERTIFICATE III IN BUSINESS

DEVELOPING TOGETHER

Second Bite and Smart Connection Training have designed a specific professional development program for you, a Second Bite volunteer. It will be structured as a Certificate III in Business, with units including volunteering, customer service, safety, computer skills, and innovation and sustainability. The sessions will be blended: a combination of face to face, online submission of assessments and options for correspondence. There will be approximately 5 sessions of three hours length, held once every 3 weeks. The dates, days and times will be determined by those interested. Food Safety and First Aid will be booked in at your convenience.

BENEFITS FOR YOU

Your contribution as a volunteer can be recognised through a Nationally accredited qualification, adding to your skills and employability. This course will integrate your volunteer work as part of the practically focused assessment.

A FOCUS ON VALUE

Certificates in Business and Business Administration are valued at up to \$3500 per participant. Smart Connection Training is committed to sourcing and securing funding opportunities from the Government's \$100 million training fund for all eligible participants. For eligible participants, Second Bite will cover the enrolment fee. To be eligible for this funding you need to be an Australian Citizen or Permanent Resident, and have not completed higher than a Certificate II qualification.

A SMOOTH JOURNEY FOR EMPLOYER AND STUDENT

As a Registered Training Organisation of 10 years, we strive to offer the best in client management, compliance and service.

NEXT STEPS?

1. Register your interest on the form attached (see reverse).
2. Smart Connection Training will contact you to acknowledge your registration and answer any questions you may have.

3. Attend the enrolment session which will be held on Thursday, March 31 at 10am at Smart Connection Training - Level 1, 216 York Street, South Melbourne. At this session, dates, days and times will be determined and enrolment forms will be completed.
4. You will be provided with the training schedule and this exciting opportunity will be delivered.



CERTIFICATE III (BSB30107) UNITS

CLUSTER	UNIT CODE	UNIT DESCRIPTION
Volunteering	SRCCRD005B	Apply principles and issues of volunteering
OHS and Risk	BSBOHS201A	Participate in OHS processes
	BSBOHS303B	Contribute to OHS hazard identification and risk assessment
Customer Service	BSBCUS301A	Deliver and monitor a service to customers
	BSBCM301A	Process customer complaints
	BSBDIV301A	Work effectively with diversity
Computers	BSBITU303A	Design and produce text documents
	BSBITU304A	Produce spreadsheets
	BSBITU302A	Create electronic presentations
Food Safety	SITXOHS002A	Follow workplace hygiene procedures
Innovation and Sustainability	BSBINN301A	Promote innovation in a team environment
	BSBSUS301A	Implement and monitor environmentally sustainable work practices
First Aid (Level 2 First Aid)	SRXFAD002A	Provide first aid response



smart connection
training

REGISTRATION FORM

CERTIFICATE III IN BUSINESS

Fill out this Registration Form and email the completed form to emily@secondbite.org
or fax it to 03 9376 3822.

Name:

Home Address:

Phone Number:

Mobile:

Email:

Date of Birth:

 / /

Highest Qualification Held:

Year Qualification Obtained:

Are You An Australian Citizen
or a Permanent Resident?:

Yes

No

"Smart Connection Company does over and above what is required. Their contacts and expertise make training simple and enjoyable. I highly recommend them."

*Kris Miller - Centre Manager,
Monash Aquatic and Recreation Centre*

