This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions.

This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Unlock your potential career as a /an:
- Executive officer
- Program consultant
- Program coordinator

Course Structure:
This course consists of 8 units of competence. Students must successfully complete all units to gain their qualification. Training delivery consists of formal structured training and assessment of the practical application of the theoretical knowledge acquired through the structure training over the duration of the training program.

Course Duration:
- Fulltime: 6 months (2 semesters)

Entry Requirements:
The requirements for this qualification are:
- Australian Citizen / Humanitarian Visa holder
- Over 18 years old at the time of enrolment
- A completed application form
- Successful completion of Language, Literacy and Numeracy assessment
- Identification Documents

Delivery Methods:
This course can be delivered in number of ways, please contact IIPD to discuss your preferences.

RTO Details: 21122

*Through Auspice Agreement with partner RTO Charlton Brown rto no: 2508 *Conditions apply. Students are provided with an tablet or laptop as a learning aid to access the online learning materials. It becomes the property of the student after they have passed 2nd census date.