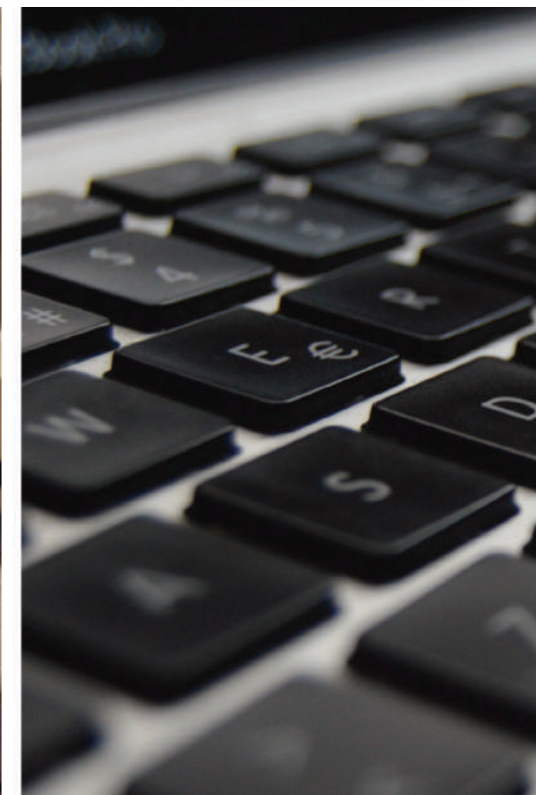


ALS

Certificates and Diplomas



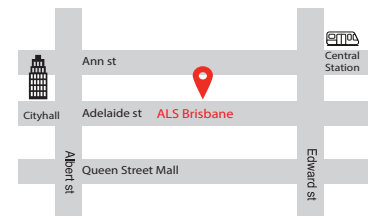
“If opportunity does not knock,
build a door”

alscertificates.com



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CRICOS Provider 02885G / RTO No 32044



Certificate Level	Title Code / CRICOS	This qualification reflects the role of individuals who ...	Length			Units	Entry requirements	Sample Timetable*					
			Total	Study	Holiday			M	T	W	T	F	
Certificate I	Retail Services SIR10116 / CRICOS: 096424D	complete a limited range of basic workplace tasks, with a limited range of technical skills and knowledge. It would be most appropriate for someone looking for work as a frontline team member.	15	12	3	FSKDIG02 Use digital technology for simple workplace tasks SIRXCOM001 Communicate in the workplace to support team and customer outcomes SIRXIND001 Work effectively in a service environment SIRXIND003 Organise personal work requirements SIRXWHS001 Work safely	<ul style="list-style-type: none"> English - IELTS equivalent / NEAS level Academic (Successful completion of) Age 	AFT	AFT	AFT	AFT		
			35	27	8	BSBITU202 Create and use spreadsheets BSBWOR204 Use business technology FSKDIG02 Use digital technology for simple workplace tasks FSKLRG07 Use strategies to identify job opportunities FSKLRG09 Use strategies to respond to routine workplace problems FSKLRG11 Use routine strategies for work-related learning FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work		<ul style="list-style-type: none"> 4.5 / Intermediate Year 10 or equivalent Minimum 18 years of age 	MOR	MOR	MOR	MOR	
Certificate II	Skills for Work and Vocational Pathways FSK20113 / CRICOS: 096425C	require foundation skills development to prepare for vocational training pathways	35	27	8	BSBITU202 Create and use spreadsheets BSBWOR204 Use business technology FSKDIG02 Use digital technology for simple workplace tasks FSKLRG07 Use strategies to identify job opportunities FSKLRG09 Use strategies to respond to routine workplace problems FSKLRG11 Use routine strategies for work-related learning FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work	<ul style="list-style-type: none"> English - IELTS equivalent / NEAS level Academic (Successful completion of) Age 	MOR	MOR	MOR	MOR		
	Business BSB20115 / CRICOS: 086792G	are considering a career in administration, and looking to develop skills for in a variety of junior administrative positions, performing a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context.	23	18	5	BSBWHS201 Contribute to health and safety of self and others BSBSUS201 Participate in environmentally sustainable work practices BSBITU203 Communicate Electronically BSBCUS201 Deliver a service to customers BSBWOR202 Organise and complete daily work activities BSBWOR203 Work effectively with others		<ul style="list-style-type: none"> 4.5 / Intermediate Year 10 or equivalent Minimum 18 years of age 		MOR	MOR	AFT	AFT
	Retail Services SIR20216 / CRICOS: 096426B	are frontline retail team members, using a defined and limited range of operational skills to undertake workplace activities, such as a frontline team member, customer service assistant and point-of-sale operator	35	27	8	BSBWOR204 Use business technology FSKDIG02 Use digital technology for simple workplace tasks FSKLRG09 Use strategies to respond to routine workplace problems SIRXCEG001 Engage the customer SIRXCOM001 Communicate in the workplace to support team and customer outcomes SIRXIND001 Work effectively in a service		<ul style="list-style-type: none"> 4.5 / Intermediate Year 10 or equivalent; a Cert I in Retail Services advantageous. Minimum 18 years of age 	AFT	AFT	AFT	AFT	
	Tourism SIT20116 / CRICOS: 096427A	have a defined and limited range of tourism operational skills and basic industry knowledge, such as an office assistant for a tour operator, receptionist and office assistant for a professional conference organiser or event management business	35	27	8	SIRXCOM001 Communicate in the workplace to support team and customer outcomes SIRXIND003 Organise personal work requirements SIRXPK001 Advise on products and services SIRXSL001 Sell to the retail customer SITTIND001 Source and use information on the tourism and travel industry		<ul style="list-style-type: none"> 4.5 / Intermediate Year 10 or equivalent Minimum 18 years of age 	EVE	EVE	EVE	EVE	
	Business BSB30115 / CRICOS: 086831E	need to develop and apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.	27	21	6	BSBWOR204 Use Business Technology BSBITU309 Produce desktop published documents BSBITU303 Design and produce text documents BSBWRT301 Write simple documents BSBITU304 Produce spreadsheets BSBITU302 Create electronic presentations		<ul style="list-style-type: none"> 5 / High Intermediate Year 10 or equivalent Minimum 18 years of age 				MOR	MOR
Certificate III	Retail SIR30216 / CRICOS: 096428M	have the primary responsibility of engaging the customer, maintaining daily store operations and delivering on organisational expectations. and service offerings. IT would be suitable for those looking for work as a frontline sales assistant, customer service representative, shop assistant, retail supervisor, team leader and senior sales assistant.	47	36	11	CHCDIV001 Work with diverse people SIRXCEG001 Engage the customer SIRXCEG002 Assist with customer difficulties SIRXCEG003 Build customer relationships and loyalty SIRXCOM001 Communicate in the workplace to support team and customer outcomes SIRXWHS002 Work effectively in a team SIRXHWB001 Maintain personal health and wellbeing	<ul style="list-style-type: none"> 5.5 / Upper-Intermediate Year 10 or equivalent; Cert II in Retail Services advantageous. Minimum 18 years of age 	AFT	AFT	AFT	AFT		
	Tourism SIT30116 / CRICOS: 096429K	use a range of well-developed tourism service, sales or operational skills and sound knowledge of industry operations to coordinate tourism services. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.	47	36	11	BSBCMM201 Communicate in the workplace BSBITU202 Create and use spreadsheets BSBITU306 Design and produce business documents BSBSUS201 Participate in environmentally sustainable work practices BSBWOR203 Work effectively with others BSBWOR204 Use business technology	<ul style="list-style-type: none"> 5.5 / Upper-Intermediate Year 10 or equivalent; Cert II in Tourism advantageous. Minimum 18 years of age 	EVE	EVE	EVE	EVE		
	Leadership 52775WA / CRICOS: 096430F	wish to develop and learn how to apply a practical understanding of standard or routine workplace policies, procedures and practices to meet employee industrial obligation, how to contribute to safe work systems by complying consistently with work health and safety standards to ensure own safety and that of others, work effectively as a team member, evaluate own work performance against required level of workplace standards, establish and maintain harmonious, co-operative working relationships with others respecting individual, social and cultural diversity	35	27	8	BSBINN301 Promote innovation in a team environment LWADIV301A Explore cultural diversity LWALDR301A Provide leadership to teams and individuals LWAPRO301A Undertake a project BSBITU306 Design and produce business documents SIRXWHS002 Contribute to workplace health and safety	<ul style="list-style-type: none"> 5.5 / Upper-Intermediate Year 10 or equivalent Minimum 18 years of age 	MOR	MOR	MOR	MOR		
	Customer Engagement BSB40315 / CRICOS: 093424F	are hoping to improve their chance of finding employment in Australia, and have high level Business skills for work when they return to their country, with an emphasis on showing the have excellent communication and interpersonal skills with complex customer interactions, often as a team leader, and are able to handle complaints, coach staff and complete related administration tasks,	31	24	7	BSBCUS401 Coordinate implementation of customer service strategies BSBLED401 Develop teams and individuals BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements BSBCUE403 Schedule customer engagement activity BSBCUE404 Collect, analyse and record information BSBCUS402 Address customer needs BSBMGT401 Show leadership in the workplace	<ul style="list-style-type: none"> 5.5 / Upper-Intermediate Year 10 or equivalent Minimum 18 years of age 		MOR	MOR	AFT	AFT	EVE
Diploma	Business BSB50215 / CRICOS: 095122D	want to have high level Business skills for work when they return to their country. It will develop skills across a wide range of business functions in order to create further educational and employment opportunities, enabling them to handle recruitment, manage staff effectively, implement internal or external systems and complete related administrative tasks such as project management and conferences.	54	40	14	BSBWOR501 Manage personal work priorities and professional development BSBWOR502 Lead and manage team effectiveness BSBMKG501 Identify and evaluate marketing opportunities BSBCUS501 Manage quality customer service BSBADM504 Plan and implement administrative systems BSBADM502 Manage meetings BSBADM503 Plan and manage conferences BSBPMG522 Undertake project work	<ul style="list-style-type: none"> 5.5 / Upper-Intermediate Year 12 or equivalent Minimum 18 years of age 	EVE	EVE	EVE	EVE		

*Please note that the timetable is a sample only, and may change without notice

Vocational Courses Price List:



Courses	Duration (weeks)	Enrolment Fee	Material Fee	Tuition fee	Total	PAY UPFRONT and receive FREE Enrolment AND FREE Material
Certificate I in Retail Services SIR10116 / CRICOS: 096424D	15	\$250 \$0	\$125 \$0	\$1,500	\$1,500	
Certificate II in Skills for Work and Vocational Pathways FSK20113 / CRICOS: 096425C	35	\$250 \$0	\$125 \$0	\$3,500	\$3,500	
Certificate II in Business BSB20112 / CRICOS:080886E	47	\$250 \$195	\$125 \$100	\$4,700	\$4,995	
Certificate II in Business (intensive)	23	\$250 \$195	\$125 \$100	\$2,300	\$2,595	
Certificate II in Retail Services SIR20216 / CRICOS: 096426B	35	\$250 \$0	\$125 \$0	\$3,500	\$3,500	
Certificate II in Tourism SIT20116/ CRICOS: 096427A	35	\$250 \$0	\$125 \$0	\$3,500	\$3,500	
Certificate III in Business BSB30112 / CRICOS:080887D	55	\$250 \$195	\$125 \$100	\$5,500	\$5,795	
Certificate III in Business (intensive)	27	\$250 \$195	\$125 \$100	\$2,700	\$2,995	
Certificate III in Retail SIR30216 / CRICOS: 096428M	47	\$250 \$0	\$125 \$0	\$4,700	\$4,700	
Certificate III in Tourism SIT30116 / CRICOS: 096429K	47	\$250 \$0	\$125 \$0	\$4,700	\$4,700	
Certificate III Leadership 52775WA / CRICOS: 096430F	35	\$250 \$0	\$125 \$0	\$3,500	\$3,500	
Certificate IV in Customer Engagement BSB40315 / CRICOS:093424F	63	\$250 \$0	\$125 \$0	\$6,300	\$6,300	
Certificate IV in Customer Engagement (intensive)	31	\$250 \$0	\$125 \$0	\$3,100	\$3,100	
Diploma of Business BSB50215 / CRICOS:095122D	54	\$250 \$0	\$250 \$0	\$5,400	\$5,400	

Enrol 2 or more package courses - Maximum \$100 Material Fee

PLUS RECEIVE a \$300 Discount* for 2 courses or \$500 Discount* for 3 or more courses on your last course!

***Conditions:**

- Student must apply by the end of April 2018
- \$80 Payment plan fee apply

	FINISH DATE									START DATE	FINISH DATE				START DATE	Diploma of Business	FINISH DATE
	Cert I Retail	Cert II Skills	Cert II Retail	Cert II Tour	Cert II Bus Intensive	Cert II Bus Extensive	Cert IV Cus Intensive	Cert IV Cus Extensive	Cert III Leader		Cert III Retail	Cert III Tour	Cert III Bus Intensive	Cert III Bus extensive			
2018	5/03	15/06	2/11	2/11	2/11	10/08	25/01	5/10	17/05	19/03	16/11			21/09	5/04	8/01	18/01
	2/04	13/07	30/11	30/11	30/11	7/09	22/02	2/11	14/06	16/04	14/12			19/10	3/05	26/02	8/03
	30/04	10/08	28/12	28/12	28/12	5/10	22/03	30/11	12/07	14/05	11/01			16/11	31/05	16/04	26/04
	28/05	7/09	25/01	25/01	25/01	2/11	19/04	28/12	9/08	11/06	8/02			14/12	28/06	4/06	14/06
	25/06	5/10	22/02	22/02	22/02	30/11	17/05	25/01	6/09	9/07	8/03			11/01	26/07	23/07	2/08
	23/07	2/11	22/03	22/03	22/03	28/12	14/06	22/02	4/10	6/08	5/04			8/02	23/08	10/09	20/09
	20/08	30/11	19/04	19/04	19/04	25/01	12/07	22/03	1/11	3/09	3/05			8/03	20/09	29/10	8/11
	17/09	28/12	17/05	17/05	17/05	22/02	9/08	19/04	29/11	1/10	31/05			5/04	18/10	17/12	27/12
	15/10	25/01	14/06	14/06	14/06	22/03	6/09	17/05	27/12	29/10	28/06	20/09	20/09	3/05	15/11		
	12/11	22/02	12/07	12/07	12/07	19/04	4/10	14/06	24/01	26/11	26/07	18/10	18/10	31/05	13/12		
10/12	22/03	9/08	9/08	9/08	17/05	1/11	12/07	21/02	24/12	23/08	15/11	15/11	28/06	10/01			
2019	7/01	19/04	6/09	6/09	6/09	14/06	29/11	9/08	20/03	21/01	20/09	13/12	13/12	26/07	7/02	4/02	14/02
	4/02	17/05	4/10	4/10	4/10	12/07	27/12	6/09	17/04	18/02	18/10	10/01	10/01	23/08	6/03	25/03	3/04
	4/03	14/06	1/11	1/11	1/11	9/08	24/01	4/10	15/05	18/03	15/11	7/02	7/02	20/09	3/04	13/05	22/05
	1/04	12/07	29/11	29/11	29/11	6/09	21/02	1/11	12/06	15/04	13/12	6/03	6/03	18/10	1/05	1/07	10/07
	29/04	9/08	27/12	27/12	27/12	4/10	20/03	29/11	10/07	13/05	10/01	3/04	3/04	15/11	29/05	19/08	28/08
	27/05	6/09	24/01	24/01	24/01	1/11	17/04	27/12	7/08	10/06	7/02	1/05	1/05	13/12	26/06	7/10	16/10
	24/06	4/10	21/02	21/02	21/02	29/11	15/05	24/01	4/09	8/07	6/03	29/05	29/05	10/01	24/07	25/11	4/12
	22/07	1/11	20/03	20/03	20/03	27/12	12/06	21/02	2/10	5/08	3/04	26/06	26/06	7/02	21/08		
	19/08	29/11	17/04	17/04	17/04	24/01	10/07	20/03	30/10	2/09	1/05	24/07	24/07	6/03	18/09		
	16/09	27/12	15/05	15/05	15/05	21/02	7/08	17/04	27/11	30/09	29/05	21/08	21/08	3/04	16/10		
	14/10	24/01	12/06	12/06	12/06	20/03	4/09	15/05	25/12	28/10	26/06	18/09	18/09	1/05	13/11		
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	9/12	20/03	7/08	7/08	7/08	15/05	30/10	10/07	19/02	23/12	21/08	13/11	13/11	26/06	8/01		
2020	6/01	17/04	4/09	4/09	4/09	12/06	27/11	7/08	19/03	20/01	18/09	11/12	11/12	24/07	5/02	13/01	22/01
	3/02	15/05	2/10	2/10	2/10	10/07	25/12	4/09	16/04	17/02	16/10	8/01	8/01	21/08	5/03	2/03	12/03
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	25/05	4/09	22/01	22/01	22/01	30/10	16/04	25/12	6/08	8/06	5/02	30/04	30/04	11/12	25/06	14/09	24/09
	22/06	2/10	19/02	19/02	19/02	27/11	14/05	22/01	3/09	6/07	5/03	28/05	28/05	8/01	23/07	2/11	12/11
	20/07	30/10	19/03	19/03	19/03	25/12	11/06	19/02	1/10	3/08	2/04	25/06	25/06	5/02	20/08	21/12	31/12
	17/08	27/11	16/04	16/04	16/04	22/01	9/07	19/03	29/10	31/08	30/04	23/07	23/07	5/03	17/09		
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2021	4/01	16/04	3/09	3/09	3/09	11/06	26/11	6/08	18/03	18/01	17/09	10/12	10/12	23/07	4/02	8/02	18/02
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	19/07	29/10	18/03	18/03	18/03	24/12	10/06	18/02	30/09	2/08	1/04	24/06	24/06	4/02	19/08		
	16/08	26/11	15/04	15/04	15/04	21/01	8/07	18/03	28/10	30/08	29/04	22/07	22/07	4/03	16/09		
	13/09	24/12	13/05	13/05	13/05	18/02	5/08	15/04	25/11	27/09	27/05	19/08	19/08	1/04	14/10		
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	8/11	18/02	8/07	8/07	8/07	15/04	30/09	10/06	20/01	22/11	22/07	14/10	14/10	27/05	9/12		
6/12	18/03	5/08	5/08	5/08	13/05	28/10	8/07	17/02	20/12	19/08	11/11	11/11	24/06	6/01			