

CERTIFICATE III IN **BUSINESS**

BSB30115 | RTO: 41178 | PROVIDER CODE: 03459G | CRICOS COURSE CODE: 089719C

Do you want to learn the skills to work in challenging and exciting office roles? The Certificate III in Business will allow you to gain an understanding of all the business fundamentals required. As a nationally recognised qualification, experienced industry professionals will guide your learning, providing you with both a theoretical and practical base for your development.

LEARNING OUTCOMES

- ✓ Develop essential computer skills - Increase confidence and knowledge in business operations
- ✓ Develop an increased understand of small to large business operations
- ✓ Provide quality customer service
- ✓ The ability to work effectively with co workers

INTAKE DATES

2020: 1 JUN, 6 JUL, 10 AUG, 14 SEP, 19 OCT, 23 NOV

2021: 25 JAN, 2 FEB, 1 MAR, 5 APR, 10 MAY, 14 JUN, 19 JUL, 6 SEP, 11 OCT, 15 NOV

COURSE DURATION

30 WEEKS

CAMPUS LOCATION

NOOSA, PERTH, BRISBANE, BYRON BAY,
SUNSHINE COAST, SYDNEY

PRICE

\$3,000

\$250 Enrolment Fee waived

PAYMENT PLAN

CoE Deposit **\$250**

Week 1 **\$750** → 4 Monthly payments of **\$500**





COURSE CONTENT

Graduates will have the opportunity to increase their skills in organising tasks, managing workplace information, producing business documents, delivering customer service and communicating effectively.

The Certificate III in Business aims to provide participants with the training needed to work within an office environment in a variety of roles such as officer clerks, payroll officers, customer service advisor, typist, etc.

UNITS OF COMPETENCY

- BSBWHS307** Apply knowledge of WHS Laws in the workplace (core)
- BSBCMM301** Process customer complaints
- BSBCUS301** Deliver and monitor a service to customers
- BSBDIV301** Work effectively with diversity
- BSBFIA301** Maintain financial records
- BSBFLM303** Contribute to effective workplace relationships
- BSBFLM312** Contribute to team effectiveness
- BSBITU312** Create electronic presentations
- BSBITU313** Design and produce digital text documents
- BSBITU314** Design and produce spreadsheets
- BSBITU306** Design and produce business documents
- BSBPRO301** Recommend products and services

ENTRY REQUIREMENTS

- ✓ Completion of an Australian Year 10 Certificate or equivalent &
 - ✓ Minimum IELTS overall score of 5.0 with a minimum 5.0 in writing or
 - ✓ Evidence of intermediate English level*
- *LEXIS ONLINE PLACEMENT TEST OR ENGLISH CERTIFICATE

COURSE DELIVERY

- ✓ 2 days a week **face to face**
- ✓ 1 day **consolidated learning**
- ✓ 1 day **independent self study**

SUNSHINE COAST, NOOSA & BYRON BAY

Monday & Tuesday - 2:00pm - 7:00pm

BRISBANE & SYDNEY & PERTH

Monday & Tuesday - 4:30pm - 10:00pm

Holidays: 28 Dec 2020 - 22 Jan 2021 (4 weeks)

Consolidated week: 21 Dec - 25 Dec 2020

*No class provided on Consolidated weeks

(Students who have achieved desirable academic progress/ delivered all unit assessments won't be required to attend)

Length of each unit: 2 weeks

PACKAGED SPECIALS*

- ✓ Lexis English + Training = **English deposit** + VET deposit \$250**

*ENROL FEE WAIVED WHEN PACKAGING LEXIS ENGLISH + LEXIS TRAINING

**ENGLISH DEPOSIT 2 WEEKS TUITION

COMBINE YOUR COURSES AND SAVE***

- ✓ **Book 2 courses** and get the 2nd course **10% off**
- ✓ **Book 3 courses** and get the 3rd course **15% off**
- ✓ **Book 4 courses** and get the 4th course **20% off**

***DEDUCTION CALCULATED ON THE FINAL PAYMENT OF FINAL COURSE

CERTIFICATE IV IN NEW SMALL BUSINESS

BSB42618 | RTO: 41178 | PROVIDER CODE: 03459G | CRICOS COURSE CODE: 0101437

Whether you're planning a start-up, or when it's time to scale-up, Lexis Training's Certificate in New Small Business provides the specialized skills you need to turn your business ideas into reality.

The BSB42618 Certificate in New Small Business is designed to take your business to the next level or to help you start your empire. Students will use well-developed skills and a broad knowledge base to solve a range of unpredictable problems, analyse and evaluate information from a variety of sources. Fast track your entrepreneurial success!

LEARNING OUTCOMES

- ✓ Understand legal and risk management requirements for small business
- ✓ Develop an increased understanding of small to medium business operations
- ✓ Develop business planning skills
- ✓ Implement methods to attract new business while providing quality customer service
- ✓ Prepare business finance documentation such as financial projections, profit margins and cash flow estimates

INTAKE DATES

2020: NOOSA & BYRON BAY | 31 AUG
SUNSHINE COAST & PERTH | 25 MAY, 23 NOV

2021: NOOSA & BYRON BAY & SYDNEY | 29 MAR, 4 OCT
SUNSHINE COAST & PERTH | 21 JUN

COURSE DURATION

26 WEEKS

CAMPUS LOCATION

BYRON BAY, SUNSHINE COAST,
NOOSA, PERTH, SYDNEY

PRICE

\$3,000

\$250 Enrolment Fee waived

PAYMENT PLAN

CoE Deposit **\$250**

Week 1 **\$750** → 4 Monthly payments of **\$500**





COURSE CONTENT

The Certificate IV in New Small Business is completed over a 26 week period and includes 10 units of competency, 4 core units and 6 elective units. Participants are required to complete 20 course contact hours per week, spread over 4 days a week in the afternoon or evening depending on the scheduled timetable for the session.

Participants will have the opportunity to increase their skills in organising tasks, managing workplace information, preparing company financial information, delivering customer service and communicating effectively.

UNITS OF COMPETENCY

BSBSMB401 Establish legal and risk management requirements of small business
BSBSMB403 Market the small business
BSBSMB404 Undertake small business planning
BSBSMB421 Manage small business finances
BSBSMB402 Plan small business finances
SITXEBS003 Build and launch a small business website
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities
BSBSMB407 Manage a small team
BSBSMB420 Evaluate and develop small business operations

ENTRY REQUIREMENTS

- ✓ Completion of an Australian Year 11 Certificate or equivalent &
 - ✓ Minimum IELTS overall score of 5.0 with a minimum 5.0 in writing or
 - ✓ Evidence of strong intermediate English level*
- *LEXIS ONLINE PLACEMENT TEST OR ENGLISH CERTIFICATE

COURSE DELIVERY

- ✓ 2 days a week **face to face**
- ✓ 1 day **consolidated learning**
- ✓ 1 day **online**

SUNSHINE COAST, NOOSA & BYRON BAY

Monday & Tuesday - 2:00pm - 7:00pm

PERTH & SYDNEY

Monday & Tuesday - 4:30pm - 10:00pm

- ✓ Online delivery and consolidated learning requires participants to complete pre-readings, research and review material covered during face to face instruction

Holidays: 14 Dec 2020 - 8 Jan 2021 (4 weeks)

Consolidated weeks: N/A

Length of each unit: 2 -3 weeks

PACKAGED SPECIALS*

- ✓ Lexis English + Training =
English deposit + VET deposit \$250**

*ENROL FEE WAIVED WHEN PACKAGING LEXIS ENGLISH + LEXIS TRAINING

**ENGLISH DEPOSIT 2 WEEKS TUITION

COMBINE YOUR COURSES AND SAVE***

- ✓ **Book 2 courses** and get the 2nd course **10% off**
- ✓ **Book 3 courses** and get the 3rd course **15% off**
- ✓ **Book 4 courses** and get the 4th course **20% off**

***DEDUCTION CALCULATED ON THE FINAL PAYMENT OF FINAL COURSE

DIPLOMA OF LEADERSHIP & MANAGEMENT

BSB51918 | RTO: 41178 | PROVIDER CODE: 03459G | CRICOS COURSE CODE: 098842C

Why follow when you can lead? The Diploma of Leadership & Management is the entry point to your corporate career. Our experienced industry professionals will give you the skills, knowledge and confidence to effectively lead teams and excel in the business environment.

LEARNING OUTCOMES

- ✓ Effectively manage people to achieve team and business goals
- ✓ Manage operational plans to achieve set goals
- ✓ Maintain work life balance
- ✓ Manage professional development
- ✓ Be a role model in the workplace
- ✓ Build and sustain an innovative work environment

INTAKE DATES

2020: BRISBANE | 24 JUN, 5 AUG, 7 OCT, 2 DEC
PERTH | 22 JUN, 3 AUG, 5 OCT, 30 NOV
SYDNEY | 22 JUN, 3 AUG, 5 OCT, 30 NOV

2021: BRISBANE | 27 JAN, 17 FEB, 17 MAR, 14 APR, 12 MAY, 9 JUN, 7 JUL, 4 AUG, 1 SEP, 29 SEP, 27 OCT, 24 NOV
PERTH & SYDNEY | 25 JAN, 15 FEB, 15 MAR, 12 APR, 10 MAY, 7 JUN, 5 JUL, 2 AUG, 10 AUG, 27 SEP, 25 OCT, 22 NOV

COURSE DURATION

52 WEEKS

CAMPUS LOCATION

BRISBANE, PERTH, SYDNEY

PRICE

\$5,000

\$250 Enrolment Fee waived

PAYMENT PLAN

CoE Deposit **\$250**

Week 1 **\$750** → 8 Monthly payments of **\$500**





COURSE CONTENT

Participants will have the opportunity to increase their skills in identifying, planning, developing and managing tasks fundamental to successful administration and leadership within a business environment.

The Diploma of Leadership and Management aims to provide participants with the training needed to plan, create, apply and evaluate solutions to unpredictable problems, as well as identify, analyse and synthesise information from a number of sources while doing so.

Potential job opportunities include Operations Manager, Team Leader, Project Manager and Office Co-Ordinator.

UNITS OF COMPETENCY

- BSBLDR511** Develop and use emotional intelligence (core)
- BSBMGT517** Manage operational plan (core)
- BSBLDR502** Lead and manage effective workplace relationship (core)
- BSBWOR502** Lead and manage team effectiveness (core)
- BSBINN502** Build and sustain an innovative work environment
- BSBPMG522** Undertake project work
- BSBADM502** Manage meetings
- BSBMKG507** Interpret market trends and developments
- BSBCUS501** Manage quality customer service
- BSBWOR501** Manage personal work priorities and professional development
- BSBHRM501** Manage human resource services
- BSBADV507** Develop a media plan

ENTRY REQUIREMENTS

- ✓ Completion of an Australian Year 12 Certificate or equivalent &
- ✓ Minimum IELTS overall score of 5.5 with a minimum 5.0 in writing or
- ✓ Evidence of upper intermediate English level*

*LEXIS ONLINE PLACEMENT TEST OR ENGLISH CERTIFICATE

COURSE DELIVERY

BRISBANE

- ✓ 2 days a week **face to face**
(Wednesday and Thursday - 4:30pm - 10pm)
- ✓ 1 day **consolidated learning** (Friday)
- ✓ 1 day **independent self study** (Tuesday)

PERTH & SYDNEY

- ✓ 2 days a week **face to face**
(Monday & Tuesday - 4:30pm - 10pm)
- ✓ 1 day **consolidate learning** (Wednesday)
- ✓ 1 day **independent self study** (Thursday)

Holidays: 21 Dec 2020 - 15 Jan 2021 (4 weeks)

Consolidated weeks: 2 weeks per year

*No class provided on Consolidated weeks
(Students who have achieved desirable academic progress/
delivered all unit assessments won't be require to attend)

Length of each unit: 4 weeks

PACKAGED SPECIALS*

- ✓ Lexis English + Training =
English deposit + VET deposit \$250**

*ENROL FEE WAIVED WHEN PACKAGING LEXIS ENGLISH + LEXIS TRAINING

**ENGLISH DEPOSIT 2 WEEKS TUITION

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***DEDUCTION CALCULATED ON THE FINAL PAYMENT OF FINAL COURSE

DIPLOMA OF **BUSINESS**

BSB50215 | RTO: 41178 | PROVIDER CODE: 03459G | CRICOS COURSE CODE: 094938E

Want a career in business or ever wanted to run your own business? The Diploma of Business will help you gain the knowledge you need to make a mark in the world of business. This course has been specifically designed to equip you with the necessary skills to start, run or manage any business. This qualification will teach you how to assess risks, communicate effectively and develop business strategies.

LEARNING OUTCOMES

- ✓ Effectively implement digital marketing strategies
- ✓ Implement business planning strategies
- ✓ Carry out recruitment, selection and human resource related tasks
- ✓ Interpret market trends and implement relevant marketing activities
- ✓ Plan and implement administrative systems and processes to support business growth

INTAKE DATES

2020: 27 MAY, 8 JUL, 19 AUG, 30 SEP, 11 NOV

2021: 20 JAN, 3 MAR, 14 APR, 26 MAY, 7 JUL, 18 AUG, 29 SEP, 10 NOV

COURSE DURATION

52 WEEKS

CAMPUS LOCATION

BYRON BAY, SUNSHINE COAST,
NOOSA, PERTH, SYDNEY

PRICE

\$5,000

\$250 Enrolment Fee waived

PAYMENT PLAN

CoE Deposit **\$250**

Week 1 **\$750** → 8 Monthly payments of **\$500**





COURSE CONTENT

Participants will have the opportunity to increase their skills in identifying, planning, developing, and managing tasks fundamental to the successful operation of a business.

The Diploma of Business aims to provide participants with the training needed to apply integrated technical and theoretical concepts in a broad range of skilled working situations.

UNITS OF COMPETENCY

- BSBXCM501** Lead communication in the workplace
- BSBHRM506** Manage recruitment, selection and induction processes
- BSBMKG502** Establish and adjust the marketing mix
- BSBMKG537** Develop a social media engagement plan
- BSBINN501** Establish systems that support innovation
- BSBMGT403** Implement continuous improvement
- BSBEBU511** Develop and implement an e-business strategy
- BSBMGT617** Develop and implement a business plan

ENTRY REQUIREMENTS

- ✓ Completion of an Australian Year 12 Certificate or equivalent &
 - ✓ Minimum IELTS overall score of 5.5 with a minimum 5.0 in writing or
 - ✓ Evidence of upper intermediate English level*
- *LEXIS ONLINE PLACEMENT TEST OR ENGLISH CERTIFICATE

COURSE DELIVERY

- ✓ 2 days a week **face to face**
- ✓ 1 day **consolidated learning**
- ✓ 1 day **independent self study**

SUNSHINE COAST, NOOSA & BYRON BAY

Wednesday & Thursday - 2:00pm - 7:00pm

PERTH & SYDNEY

Wednesday & Thursday - 4:30pm - 10:00pm

- ✓ Students are required to complete some course work electronically, and will need to bring or access a computer

Holidays: 21 Dec 2020 - 15 Jan 2021 (4 weeks)

Consolidated weeks: Every 6th week

*No class provided on Consolidated weeks

(Students who have achieved desirable academic progress/ delivered all unit assessments won't be required to attend)

Length of each unit: 5 weeks

PACKAGED SPECIALS*

- ✓ Lexis English + Training =
English deposit + VET deposit \$250**

*ENROL FEE WAIVED WHEN PACKAGING LEXIS ENGLISH + LEXIS TRAINING

**ENGLISH DEPOSIT 2 WEEKS TUITION

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- ✓ **Book 4 courses** and get the 4th course **20% off**

***DEDUCTION CALCULATED ON THE FINAL PAYMENT OF FINAL COURSE

DIPLOMA OF **PROJECT MANAGEMENT**

COURSE CODE: BSB51915 | RTO: 41178 | PROVIDER CODE: 03459G | CRICOS COURSE CODE: 0101438

Plan for success! The Diploma of Project Management reflects the role of industry leaders who apply project management skills and knowledge. Manage projects in a variety of contexts, across several sectors. This course provides a sound theoretical knowledge base and the ability to use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate your work and the work of others.

LEARNING OUTCOMES

- ✓ Create a project management plan
- ✓ Work within the project financial constraints
- ✓ Develop and monitor performance measures
- ✓ Adapt projects in response to organisational issues that arise
- ✓ Implement general business concepts, practices and tools to facilitate project success
- ✓ Utilise technology tools for communication, collaboration and information management

INTAKE DATES

2020: 24 JUN, 19 AUG, 14 OCT, 9 DEC

2021: 3 MAR, 28 APR, 23 JUN, 18 AUG,
6 OCT, 8 DEC

*Brisbane accepting enrolments from 28 April, 2021

COURSE DURATION

52 WEEKS

CAMPUS LOCATION

BRISBANE, BYRON BAY, SUNSHINE
COAST, NOOSA, PERTH, SYDNEY

PRICE

\$5,000

\$250 Enrolment Fee waived

PAYMENT PLAN

CoE Deposit **\$250**

Week 1 **\$750** → 8 Monthly payments of **\$500**





COURSE CONTENT

The Diploma of Project Management is completed over a 12 month period (48 teaching weeks) and includes 12 units of competency, 8 core units and 4 elective units. Participants will have the opportunity to increase their skills in identifying, planning, developing, and managing tasks fundamental to the successful delivery of a project.

This qualification will also provide participants with the training needed to apply integrated technical and theoretical concepts in a broad range of skilled working situations.

UNITS OF COMPETENCY

- BSBPMG511** Manage project scope
- BSBPMG512** Manage project time
- BSBPMG513** Manage project quality
- BSBPMG514** Manage project cost
- BSBPMG515** Manage project human resources
- BSBPMG516** Manage project information and communication
- BSBPMG517** Manage project risk
- BSBPMG521** Manage project integration
- BSBMGT516** Facilitate continuous improvement
- PSPMGT006** Develop a business case
- BSBINN601** Lead and manage organisational change
- BSBSUS501** Develop workplace policy and procedures for sustainability

ENTRY REQUIREMENTS

- ✓ Completion of an Australian Year 12 Certificate or equivalent &
 - ✓ Minimum IELTS overall score of 5.5 with a minimum 5.0 in writing or
 - ✓ Evidence of upper intermediate English level*
- *LEXIS ONLINE PLACEMENT TEST OR ENGLISH CERTIFICATE

COURSE DELIVERY

- ✓ 2 days a week **face to face**
- ✓ 1 day **consolidated learning**
- ✓ 1 day **online**

SUNSHINE COAST, NOOSA & BYRON BAY

Wednesday & Thursday - 2:00pm - 7:00pm

BRISBANE, PERTH & SYDNEY

Wednesday & Thursday - 4:30pm - 10:00pm

- ✓ Online delivery and consolidated learning requires participants to complete pre-readings, research and review material covered during face to face instruction

Holidays: 14 Dec 2020 - 8 Jan 2021 (4 weeks)

Consolidated weeks: N/A

Length of each unit: 4 weeks

PACKAGED SPECIALS*

- ✓ Lexis English + Training =
English deposit + VET deposit \$250**

*ENROL FEE WAIVED WHEN PACKAGING LEXIS ENGLISH + LEXIS TRAINING

**ENGLISH DEPOSIT 2 WEEKS TUITION

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- ✓ **Book 3 courses** and get the 3rd course **15% off**
- ✓ **Book 4 courses** and get the 4th course **20% off**

***DEDUCTION CALCULATED ON THE FINAL PAYMENT OF FINAL COURSE