Dear Parents,

After the success of last year’s program, Sacred Heart Primary School has again been offered funded places in a Certificate III in Business BSB30115 course. This offer is available to parents and friends of the school community who meet an eligibility criteria.

**Delivery Model:** A flexible part-time delivery model designed for busy adults
- Participants attend a 4 hour training session each fortnight
- Morning classes 9:30 am - 1:30 pm or evening classes 6:00 pm -10:00 pm
- Assessment activities completed between each training session
- No training during school holidays

**Support:** Individualised support between training sessions
- All participants will be loaned a notebook computer for the duration of the course which has all programs, course material and resources installed to support the completion of all class activities and assessment tasks.
- For more detailed information about the course structure visit [www.tiv.com.au](http://www.tiv.com.au)

**Cost:** No charge for participants who meet an eligibility criteria
- Government Funding available for eligible participants (conditions apply)

**Location:** Classes will be held at a location in the Morwell area.

**When:** Classes commencing in Term 2.

**If you are interested and would like to know more either:**
1. Complete the “Expression of Interest” section over the page and return it to the school office by Thursday May 19, 2016

Once received a member of our staff will contact you, at your preferred time, to discuss this opportunity further.
Please fill out the form below or register your interest on-line at www.tiv.com.au/parents.
Feel free to contact our course advisors to discuss your options on 9888 3599.

For more information or to enrol contact our course advisors today!


CERTIFICATE III IN BUSINESS (BSB30115)

This Course is designed for students who wish to gain and improve their fundamental business skills and knowledge to successfully perform a wide range of duties in diverse industries.

Upon successful completion of this course, you’ll be awarded the nationally recognised Certificate III in Business (BSB30115) and may proceed to higher qualifications.

People with disabilities are encouraged to enquire.

This training is delivered with Victorian and Commonwealth Government funding.

EXPRESSION OF INTEREST – Sacred Heart Primary School

Please fill out the form below or register your interest on-line at www.tiv.com.au/parents.
Feel free to contact our course advisors to discuss your options on 9888 3599.

Name
_____________________________________________________________________________
Contact Number ___________________________________________ Preferred time to be contacted __________
Email __________________________________________________________________________

If the following four statements apply to you then you may be eligible for Government funding.

1. I am an Australian or New Zealand Citizen or a Permanent Resident who resides in Victoria.
2. I am up skilling (i.e. I have not successfully completed a Certificate III or higher qualification).
3. I have not enrolled in more than two Government funded courses this year.
4. I have not commenced a maximum of two subsidised courses at the same level in my lifetime.

My preference is to train ☐ Mornings 9:30am – 1:30pm ☐ Evenings 6:00pm – 10:00pm