Funded Short Courses Available

**Education Support & School Support Services**

*Perfect if you are interested in working in education and school settings, providing assistance and support to teachers or “behind the scenes”*

*Pathways available to the Certificate IV in Education Support (CHC40213) & Certificate III in School Support Services (PSP30712)*

**Business, Leadership & Management**

*Courses to develop our emerging leaders and managers; learn skills in professional effectiveness, teamwork and communication*

*Pathways available to the Certificate IV in Leadership & Management (BSB42015), Certificate IV In Business (BSB40215) & Certificate III in Accounts Administration (FNS30315)*

- Develop skills to prepare for the workforce
- No charge for eligible students*
- Classes during school term-time only
- 8-12 week courses
- One face-to-face session per fortnight, 9.30am - 2.30pm
- “Taster” units from nationally recognized qualifications
- Expert trainers and personal support
- All learning and assessment materials included
- Study workshops to stay on top of assessments

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**Information session**

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuesday February 2</th>
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<tbody>
<tr>
<td>Time</td>
<td>9.30am—11.00am</td>
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<td>Venue</td>
<td>Community Room, Wiley Park Public School, Denman Avenue</td>
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For further information, contact:

- Nicola Lloyd (BCA Training) on 1300 693565

* Students must be:
- 15 years old or over
- no longer at school
- living or working in NSW
- an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen

Knowledge creates a future