

## Why Choose H&H?

At H&H, there are plenty of reasons why you should choose us as your professional training provider.

- Smart & Skilled Funding is available for eligible students, this funding is subsidised by the NSW Government
- Payment plans in place to suit student financial needs
- H&H has been operating successfully for over 20 years
- Our qualified trainers and assessors have extensive industry knowledge
- Flexible modes of delivery (classroom, distance and traineeships)
- Work experience often leads to employment for our students
- Support with work experience placement in a suitable organisation
- Trainers and staff speak a variety of languages at the college to support students
- Nationally recognised qualifications
- We are located within 3 minutes walk from Granville train station
- 24 hour turnaround support for all students via email, this includes weekends
- Assistance with interview preparation / resume and cover letter writing



## Course Outline & Content

All courses include theoretical and practical components to prepare you for employment. Students are required to complete **12 units** for the Certificate III Business (BSB30115) qualification. The qualification requires 1 mandatory core unit and 11 elective units.

### Course Content (only 12 units need to be completed)

BSBWHS302	Apply knowledge of WHS legislation in the workplace (core)
BSBCUS301	Deliver and monitor a service to customers
BSBITU303	Design and product text documents
BSBFLM312	Contribute to team effectiveness
BSBFLM309	Support continuous improvement systems and processes
BSBDIV301	Work Effectively with Diversity
BSBCMM301	Process customer complaints
BSBITU304	Produce spreadsheets
BSBWRT301	Write simple documents
BSBINM301	Organise workplace information
BSBWOR301	Organise personal work priorities and development
BSBPUR301	Purchase goods and services
<b>Work Experience</b>	<b>There is a mandatory work experience component of 120 hours to be completed in an approved organisation.</b>

## Enrolment

Our college has a simple 3 step enrolment process:

1. Contact the college to make an appointment for enrolment
2. Complete enrolment paperwork and supply 2 forms of original identification, including Australian residency status (students applying for concessions, need to supply a current Centrelink income statement)
3. Ask staff about assessment submission and support

For further information please phone the college on 9682 0100 or email [granville@hnh.org.au](mailto:granville@hnh.org.au)

## Certificate III in Business (BSB30115)

Duration: 12 months – 12 units (for distance, classroom and full-time traineeship)

### Programs

#### Fee for Service Student

**Total price:** \$1,320.00  
Deposit paid on enrolment - \$295.00  
15 x weekly payments \$68.33

#### Smart & Skilled Student

**Fee free scholarship available**

**Concession:** \$240.00  
Deposit paid on enrolment: \$120.00  
2 x weekly payments of \$60.00

**Without concession:**  
**First qualification price:** \$1,320.00  
Deposit paid on enrolment: \$295.00  
15 x weekly payments of \$68.33

**Second or further qualification price:** \$1,580.00  
Deposit paid on enrolment: \$295.00  
15 x weekly payments of \$85.67

**Traineeship New Entrant:** \$1,000.00  
No deposit  
10 x weekly payments of \$100.00

#### Traineeship Student

**Traineeship Existing Worker:** \$1,320.00  
No deposit  
10 x monthly payments of \$132.00

## Certificate IV in Business (BSB40215)

Duration: 12 months – 10 units (for distance, classroom and full-time traineeship)

### Programs

<b>Fee for Service Student</b>	<b>Total price: \$1,580.00</b> Deposit paid on enrolment - \$395.00 15 x weekly payments \$79.00
<b>Smart &amp; Skilled Student</b>	<b>Fee free scholarship available</b>  <b>Concession: \$240.00</b> Deposit paid on enrolment: \$120.00 2 x weekly payments of \$60.00  <b>Without concession:</b> <b>First qualification price: \$1,580.00</b> Deposit paid on enrolment: \$395.00 15 x weekly payments of \$79.00  <b>Second of further qualification price: \$1,850.00</b> Deposit paid on enrolment: \$395.00 15 x weekly payments of \$97.00  <b>Traineeship New Entrant: \$1,000.00</b> No deposit 10 x weekly payments of \$100.00
<b>Traineeship Student</b>	<b>Traineeship Existing Worker: \$1,580.00</b> No deposit 10 x monthly payments of \$158.00

## Diploma of Business (BSB50215)

Duration: 12 months – 10 units (for distance, classroom and full-time traineeship)

Scenario 1.

### Fee for Service Student

**Total price:** \$2995.00

Deposit paid on enrolment - \$495.00

27 x weekly payments \$92.60

### Smart & Skilled Student

**First qualification price:** \$2,530.00

Deposit paid on enrolment - \$495.00

27 x weekly payments \$75.37

**Second or further qualification price:** \$2,850.00

Deposit paid on enrolment - \$495.00

27 x weekly payments \$87.22

**Traineeship New Entrant:** \$1,000.00

No deposit

10 x weekly payments of \$100.00

### Traineeship Student

**Traineeship Existing Worker:** \$2,995.00

No deposit

10 x monthly payments of \$299.50