

| Stream | Certificate II | Certificate III | Certificate IV | Diploma | Advanced Diploma |
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| | | | | | |
| Advertising | | | <ul style="list-style-type: none"> Account Coordinator Copy Writer/Art Director Media Assistant | <ul style="list-style-type: none"> Account Planner Advertising Account Manager Advertising Creative Director | <ul style="list-style-type: none"> Account Director |
| Business | <ul style="list-style-type: none"> Administration Assistant Clerical Worker Data Entry Operator | <ul style="list-style-type: none"> Customer Service Advisor Data Entry Operator General Clerk Word Process Operator | <ul style="list-style-type: none"> Administrator Project Officer | <ul style="list-style-type: none"> Executive Officer | <ul style="list-style-type: none"> Executive Director Senior Administrator Senior Executive |
| Business Administration | <ul style="list-style-type: none"> Administration Assistant Clerical Worker Data Entry Operator | <ul style="list-style-type: none"> Accounts Payable Clerk Accounts Receivable Clerk Junior Personal Assistant Office Administrator Receptionist | <ul style="list-style-type: none"> Executive Personal Assistant Medical Records Officer Office Administrator | <ul style="list-style-type: none"> Administration Manager | <ul style="list-style-type: none"> Executive Director |
| Business Sales | | | <ul style="list-style-type: none"> Sales Account Assistant Sales Agent | | |
| Customer Contact | <ul style="list-style-type: none"> Customer Contact Operator | <ul style="list-style-type: none"> Customer Services Representative Telesales Representative | <ul style="list-style-type: none"> Analyst (Contact Centre) Outbound Contact Team Leader | <ul style="list-style-type: none"> Contact Centre Manager | |

Entry and exit to qualifications may be made at any level.



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| | Education | | <ul style="list-style-type: none"> ● School Support Officer ● Student Recruitment and Admissions Assistant ● Student Services Officer | | | |
| | Franchising | | | <ul style="list-style-type: none"> ● Franchisee - Established Business ● Franchisee - New Business | <ul style="list-style-type: none"> ● Franchisor | |
| | Governance | | | <ul style="list-style-type: none"> ● Board Member ● Board Member (Indigenous Community Organisation) | <ul style="list-style-type: none"> ● Board Chairperson (Indigenous Community Organisation) | |
| | Human Resources | | <ul style="list-style-type: none"> ● Work Health and Safety Assistant | <ul style="list-style-type: none"> ● Human Resources Assistant ● Human Resources Officer ● Payroll Officer ● Payroll Officer ● Work Health and Safety (WHS) Systems Officer | <ul style="list-style-type: none"> ● Human Resources Manager ● Human Resources Manager | <ul style="list-style-type: none"> ● Human Resources Director ● Manager, Human Resources - Strategy |
| | International Education | | <ul style="list-style-type: none"> ● Administration Assistant (International Pastoral Care - Secondary School) ● Administration Officer (TAFE International Marketing - Offshore programs) ● Administration Officer | | <ul style="list-style-type: none"> ● Coordinator, International Student Support Services ● Director of Student Administration ● Manager, International Marketing | |

Entry and exit to qualifications may be made at any level.



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1800 338 022



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03 9815 7000

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| | | (University International Information Services) | | | |
| International Trade | | <ul style="list-style-type: none"> ● Export Clerk ● Import/Export Clerk | <ul style="list-style-type: none"> ● Export Customer Service Coordinator ● Exporter ● Importer | | |
| Legal | | <ul style="list-style-type: none"> ● Legal Receptionist | <ul style="list-style-type: none"> ● Assistant Paralegal ● Legal Assistant ● Legal Secretary | <ul style="list-style-type: none"> ● Executive Assistant ● Paralegal | |
| Management | | <ul style="list-style-type: none"> ● Leading Hand ● Unit Leader | <ul style="list-style-type: none"> ● Coordinator - Sales Team ● Leading Hand ● Supervisor - Sales Team ● Team Leader - Business Unit | <ul style="list-style-type: none"> ● Human Resources Manager ● Manager (Information Services) | <ul style="list-style-type: none"> ● Departmental Manager ● Executive Director ● Manager, Human Resources - Strategy ● Operations Manager ● Regional Manager |
| Marketing | | | <ul style="list-style-type: none"> ● Direct Marketing Assistant ● Marketing Coordinator ● Public Relations Assistant | <ul style="list-style-type: none"> ● Marketing Manager ● Public Relations Manager | <ul style="list-style-type: none"> ● Global Marketing Manager ● Marketing Director |
| Medical | | <ul style="list-style-type: none"> ● Medical Receptionist ● Medical Records Clerk ● Medical Secretary | <ul style="list-style-type: none"> ● Medical Records Officer | | |
| Project Management | | | <ul style="list-style-type: none"> ● Program Administrator ● Project Coordinator | <ul style="list-style-type: none"> ● Project Leader ● Project Leader | <ul style="list-style-type: none"> ● Project Manager |

Entry and exit to qualifications may be made at any level.



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| | | | <ul style="list-style-type: none"> ● Project Management Coordinator ● Project Team Member ● Project Team Member | | |
| Purchasing | | | <ul style="list-style-type: none"> ● Procurement Officer ● Purchasing Officer | <ul style="list-style-type: none"> ● Purchasing Manager/Coordinator | |
| Quality Auditing | | | | | |
| Recordkeeping | | <ul style="list-style-type: none"> ● Assistant Records Clerk ● Assistant Registry Officer | <ul style="list-style-type: none"> ● Medical Records Officer ● Records and Information Officer | <ul style="list-style-type: none"> ● Records and Information Coordinator | <ul style="list-style-type: none"> ● Records and Information Manager |
| Small Business | | <ul style="list-style-type: none"> ● Independent Contractor ● Micro Business Operator | <ul style="list-style-type: none"> ● Small Business Manager - Consultancy/Advisory Service ● Small Business Manager - Franchise ● Small Business Manager - Retail | | |
| Unionism and Industrial Relations | | | <ul style="list-style-type: none"> ● Union Organiser | | |
| Workplace Health and Safety | | | <ul style="list-style-type: none"> ● Work Health and Safety (WHS) Systems Officer | <ul style="list-style-type: none"> ● Work Health and Safety (WHS) Officer ● Work Health and Safety (WHS) Rehabilitation | <ul style="list-style-type: none"> ● Work Health and Safety Practitioner |

Entry and exit to qualifications may be made at any level.



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