



Dual Qualification Options

Ask us today!



SETsolutions
Staff • Employment • Training

Business Course (Medical)

So why choose a dynamic career in the medical office environment? Possessing a business qualification with the advantage of medical administration units opens up opportunities to apply for positions within medical centres, dentists, pathology centres, doctors offices, hospital departments and more. Many suburbs have one or several of these services in the local area; which means you could have the added bonus of working close to home! By getting qualified, not only do you build confidence in your skills and make a positive impact on your future; but you also make yourself more attractive to employers. A nationally recognised qualification can make the difference between being called for an interview, or being overlooked. With funding available*, there's never been a better time to study!

How can I get qualified?

Certificate III in Business Administration (Medical) (BSB31112)

Suitability	Suitable for those entering the work-force, people looking for a career change, job seekers & school-leavers. This course is also suitable for people with some office experience looking to formalise their skills.
Eligibility	Pre-course career meeting required.
Start Date	Courses are run on a regular basis; contact your consultant for the next available course date.
Day Courses	Full-time; 9am - 5pm (4 weeks).
Evening Courses	Part-time; 6pm - 9.30pm (10 weeks).
Delivery	Interactive classroom learning. Some homework required.
Where	Brooklyn (Western Suburbs) or Dandenong (South-East Suburbs).
Course Units	Units will give a well-rounded learning experience. Full unit listing available online or in-office.
Tuition Fee	\$7 fee with valid Healthcare Card \$35 standard fees

- ✓ Specialise your business skills
Opens up opportunities to work locally
- \$ Access funding to study!
Subject to Government eligibility criteria
- 🕒 Got a day job?
Night courses available
- 🔍 Find jobs online with SET job board
www.jobs.setsolutions.com.au
- ♥ People love our training
Testimonials online at setsolutions.com.au

Career Opportunities

- | | |
|---|---|
| III Certificate III Positions: <ul style="list-style-type: none"> • Medical Receptionist • Medical Records Clerk • Medical Secretary • Medical Admin Assistant | ✓ Career Development
When you train with SETsolutions, you also get access to our Career Officers who can help with resumes, interview readiness and job seeking. |
|---|---|

Get in touch

INDEPENDENT COURSE CONSULTANT

CONTACT NUMBER



www.setsolutions.com.au



facebook.com/SETsolutionsAU



twitter.com/setolutionsau



linkedin.com/company/set_solutions