



**We Offer the Following Courses
in Business Studies**

Qualification	Level
Business Studies	Certificate II & III
Business Administration	Certificate III & IV
Frontline Management	Certificate III & IV
Human Resource Management	Certificate IV
Business Development	Certificate IV
OH&S	Certificate IV
Short Courses	
Skills For Success	



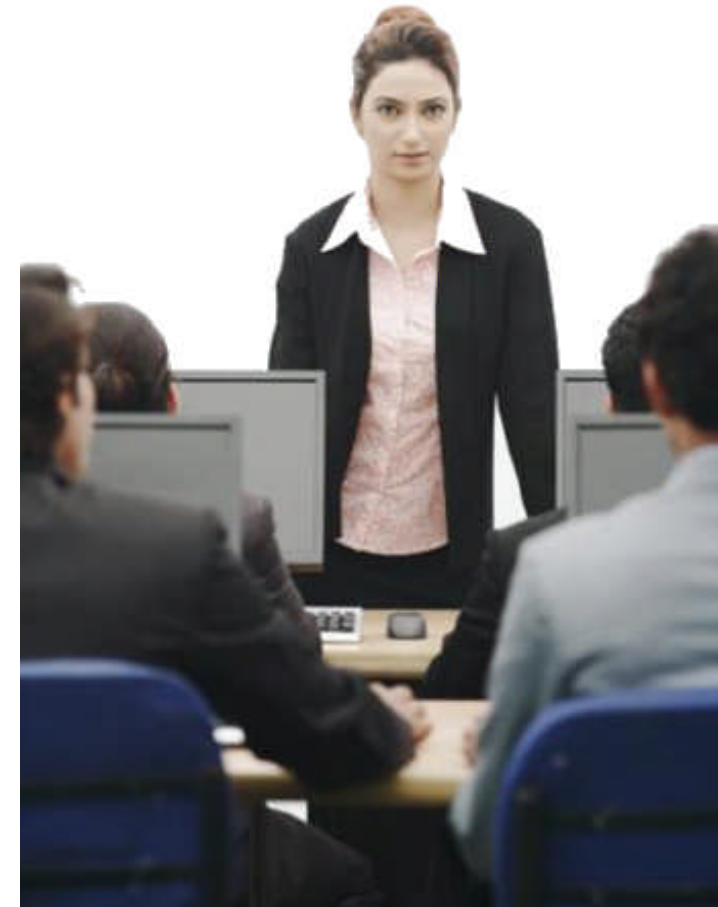
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Business Training





Sanctuary College is an accredited Hospitality & Business Development school that offers students a future by helping them acquire the skills they need to be in demand in today's competitive workplace.

Located in the heart of Adelaide's CBD, Sanctuary College offers day, evening and weekend classes so that the training fits around peoples busy schedules and life styles. We offer Business Studies, Hospitality and various short courses in personal and professional development.

Sanctuary College is geared to providing education at people's convenience and at their own pace offering a number of delivery methods in tune with real world expectations and industry driven demands.

The main focus of the College is to understand the training needs of our clients and how we can best add to their work environment and service they provide. We cater for the individual as well as the corporate environment offering quality training at competitive prices.

See our website at www.sanctuary-college.com

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SKILLS FOR SUCCESS (Short Course)

The Skills for Success program has been created by Sanctuary College to assist individuals who may be wishing to enter a Management or supervisory role, as well as individuals who are currently working within a management role and are seeking professional development to refine and develop their skills and knowledge.

What skills do I need to undertake the program? - Participants need basic communication, language and literacy skills (a background in and knowledge of business operations is desirable).

How long does it last? - The program runs across 2 months (depending on mode of delivery ie Flexible Delivery).

When is it run? – Courses commence June 11th, thereafter Sanctuary College will be taking continual intakes every second month. Currently, Sanctuary is offering the following times

8.00 – 11.00am or 2.00 – 5.00pm or 4.00 – 7.00pm

What subjects? Subjects have been extracted from the Business Services Training Package at a Certificate IV level and include:

Managing Projects / Finance / Budgeting

This first section of the course covers the management of a straight-forward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project. It also addresses the management of projects including the development of a project plan, administering, finalising and reviewing the project to identify lessons learnt for application to future projects.

HR Management

The second section of the course will cover the administration of human resources including performance feedback, training and development plans, and workers compensation.

Profiling the Market & Networking

The last section of the course covers segmenting the market, the selection of targeting strategies and tactics, the profiling of a target or target segments and the development of positioning strategies and implementation activities.

Am I assessed? Yes...you will be required to complete an assessment.

The "Skills for Success" assessment is holistic and based on a real life work situation.

Is there any Job seeking support? – This is an optional component. We will be talking to our employer contacts, assisting you with resumes and internet job search techniques to match **YOU** to available jobs!

How much does it cost? The program cost is \$495.00 Inc GST

