

BGT Jobs & Training Ballarat

2026 Training Course List

Updated 08/05/2026

Business and Leadership

Type	Course Code	Course	Duration	Full Fee	Special Price Jun - Aug 2026	Skills First Funded Fee	Skills First Concession Card Fee	BGT Concession Card Discount Fee	2026 Sessions
F2F, Online	BSB30120	Cert III in Business (Customer Engagement, Business Administration, Medical Administration, Records and Information Management)	6-18 Months	\$5,198	\$4,725	\$525	\$105	\$4,418	Continual
F2F, Online	BSB40120	Cert IV in Business (Leadership, Administration, Operations, Records and Information Management, Procurement)	6-24 Months	\$5,716	\$5,250	N/A	N/A	\$4858.60	Continual
F2F, Online	BSB40520	Cert IV in Leadership & Management	6-24 Months	\$5,565	\$5,250	\$557	\$111	\$4,859	Continual
Online	BSB40320	Cert IV in Entrepreneurship & New Business	6-24 Months	\$5,565	\$4,200	N/A	N/A	\$4,730	Continual

Early Childhood Education and Care

Type	Course Code	Course	Duration	Full Fee	Special Price Jun - Aug 2026	Skills First Funded Fee	Skills First Concession Card Fee	BGT Concession Card Discount Fee	2026 Sessions
F2F, Online	CHC30121	Cert III In Early Childhood Education & Care	10-24 Months	\$10,489	\$8,400	\$1,292	\$258	\$8,916	Continual

Disability Support and Individual Support

Type	Course Code	Course	Duration	Full Fee	Special Price Jun - Aug 2026	Skills First Funded Fee	Skills First Concession Card Fee	BGT Concession Card Discount Fee	2026 Sessions
F2F, Online	CHC43121	Cert IV in Disability Support	10-24 Months	\$9,462	\$5,775	\$641	\$128	\$8,403	Continual
F2F, Online	CHC33021	Cert III In Individual Support	10-18 Months	\$4,725	\$4,700	N/A	\$1,575	\$4,016	Continual, April

Barbering

Type	Course Code	Course	Duration	Full Fee	Special Price Jun - Aug 2026	Skills First Funded Fee	Skills First Concession Card Fee	BGT Concession Card Discount Fee	2026 Sessions
F2F	SHB30516	Cert III in Barbering	10-18 Months	\$10,489.50	\$8,389	N/A	N/A	\$8,916	July

Please note: all qualifications include a mandatory placement component to support the achievement of unit competencies. If you are not currently employed in the relevant industry, you will need to organise a suitable placement opportunity.

Skills Centre

Type	Course Code	Course	Duration	Full Fee	Special Price Jun – Aug 2026	Skills First Funded Fee	Skills First Concession Card Fee	BGT Concession Card Discount Fee	2026 Sessions
F2F	MEM20105	Cert II In Engineering	3-12 Months	\$4,095	N/A	\$1,150	\$230	\$3,481	Continual
F2F	MEM31922	Cert III In Engineering (Fabrication Trade)	3-4 Years	\$16,275	N/A	4 payments - \$1,517 initial, Yr 2 - 4- \$1,150	\$230	N/A	Continual
F2F	N/A	Welding Fundamentals - 4 day course for individuals	4 Days	\$525	N/A	N/A	N/A	\$446	Continual
F2F	N/A	Welding Boot Camp	4 Days	\$7,350 (minimum 8 people)	N/A	N/A	N/A	N/A	Continual

Short Courses

Type	Course Code	Course	Duration	Full Fee	Special Price Jun – Aug 2026	Skills First Funded Fee	Skills First Concession Card Fee	BGT Concession Card Discount Fee	2026 Sessions
F2F	CPCWHS1001	Prepare to work safely in the construction industry (White Card)	8 Hours	\$167	N/A	N/A	N/A	\$142	Monthly
F2F on school premises	22623VIC	Safe use of machinery for Technology Teaching	8-18 hours	\$450	\$350	N/A	N/A	N/A	Continual
F2F	22706VIC	Certificate I Work Education	990 – 1115 hours	\$3,500	\$3,200	N/A	N/A	\$2,975	Apr, Sep
F2F	N/A	Diversity & Inclusion	2-3 hours	\$160	\$150	N/A	N/A	N/A	Continual
Blended	HLTAID011	Provide First Aid	4 Hours F2F	\$158	\$105	N/A	N/A	\$134	Monthly
Blended	HLTAID009	Provide Cardiopulmonary/Ary Resuscitation	2 Hours F2F	\$84	\$53	N/A	N/A	\$71	Monthly
F2F	N/A	Apprentice OHS Program	2 Hours	\$150	\$140	N/A	N/A	\$128	Apr, Jul, Nov
F2F (Bespoke to your workplace)	N/A	Leadership Communication & Coaching	24 Hours	\$750	\$600	N/A	N/A	N/A	Continual
F2F	N/A	Care Worker Safety Essentials (modular)	6 hours	\$268	\$255	N/A	N/A	\$228	Continual
F2f	N/A	Customer Service Essentials	3 hours	\$150	\$125	N/A	N/A	\$128	Continual
F2F	25SBDLIT025	Employable Me	30 Hours	\$32	\$32	N/A	N/A	N/A	Continual
F2F	25SBDLIT020	GTE Resilience	20 Hours	\$21	\$21	N/A	N/A	N/A	Continual
F2F	25SBDLIT021	GTE Employability and Placement	20 Hours	\$21	\$36	N/A	N/A	N/A	Continual
Online	25SBDEDC002	Office Skills 2	40 Hours	\$36	\$32	N/A	N/A	N/A	Continual
Online	25SBDDLE001	Digital Literacy for Adults	30 Hours	\$32	\$21	N/A	N/A	N/A	Continual
Online	25SBDEDC009	Digital MS Outlook and Email	20 Hours	\$21	\$10	N/A	N/A	N/A	Continual
Online	25SBDEDC004	Digital Online Apps	10 Hours	\$10	\$10	N/A	N/A	N/A	Continual

F2F	N/A	Barista Course	8 Hours	\$250	\$200	N/A	N/A	\$212	Apr, Nov
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Employment Focused Courses

Type	Course Code	Course	Duration	Full Fee	Special Price Jun – Aug 2026	Skills First Funded Fee	Skills First Concession Card Fee	BGT Concession Card Discount Fee	2026 Sessions
Online	N/A	How to Manage Challenging Conversations	2 Hours	\$90	\$85	N/A	N/A	\$77	Continual
F2F	N/A	OHS for Managers & Supervisors	4 – 16 hours	\$150 - \$450	\$130 - \$400	N/A	N/A	N/A	Continual
F2F (onsite)	N/A	Crane Safety Training (unaccredited)	3 hours	\$150	\$140	N/A	N/A	N/A	Continual
Online	N/A	Building your Critical Analysis Skills	2.5 Hours	\$105	\$100	N/A	N/A	\$89	Continual
Online	N/A	Introduction to People Leadership	3 Hours	\$120	\$110	N/A	N/A	\$102	Continual
F2F	N/A	Kickstart your Career	3 Hours	\$75	\$50	N/A	N/A	\$20	Continual
Online	N/A	Introduction to Office Communications	2.5 Hours	\$100	\$90	N/A	N/A	\$85	Continual
Online	BSBSS00120	Administrative Assistant Skill Set	3 Months	\$1,995	\$998	N/A	N/A	\$1,696	Continual
Online	BSBSS00119	Customer Service Skill Set	3 Months	\$1,796	\$898	N/A	N/A	\$1,526	Continual
Online	BSBSS00126	Contact Centre Skill Set	3 Months	\$1,729	\$864	N/A	N/A	\$1,470	Continual

*F2F = Face to Face. Continual = enrolment available at any time.

Eligibility criteria may apply to some courses. BGT Jobs & Training Ballarat adhere to access and equity principles. Training delivered with Victorian and Commonwealth Government funding. Some courses may be eligible for SVTS funding or discounted for multiple enrolments. Please get in touch with our team for further information.

Payment Plan terms are available and flexible – an upfront administration fee followed by unit-by-unit invoicing, regularly scheduled payments through the duration of the program.