

ARE YOU LOOKING FOR A CAREER SPECIALISING IN RECRUITMENT?

Then this course is for you!

Recruitment Academy is a leader within the industry, and has created a course that will set you up for a successful career in recruitment. Upon completion of the program you will receive a nationally recognised qualification in Business and be recruitment work-place ready.



BSB30115 Certificate III in Business (Recruitment)

THE MOST RELEVANT AND UP-TO-DATE QUALIFICATION IN THE INDUSTRY

KEY LEARNING AREAS

The course focuses on skills and knowledge required in the recruitment industry by consultants.

RECRUITMENT-TAILORED MODULES

- How to increase new business and market share
- Recruitment skills development
- Recruitment and selection process
- Planning for success

COURSE PREREQUISITES

- There are no prerequisites for this course.
- Students are required to have intermediate skills in the use of computers and internet.

INDIVIDUAL UNITS

BSBCUS301	Deliver and monitor a service to customer
BSBCMM301	Process customer complaints
BSBWRT301	Write simple documents
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBPRO301	Recommend products and services
BSBCMM201	Communicate in the workplace
BSBHRM405	Support the recruitment, selection, and induction of staff
BSBFLM312	Contribute to team effectiveness
BSBWOR301	Organise personal work priorities and development
BSBFLM305	Support operational plan
BSBDIV301	Work effectively with diversity
BSBEMS401	Develop and implement business development strategies to expand client base

DELIVERY OPTIONS

Online

This program is a self-paced program and the only requirement is to complete within a 12-month period

Classroom/Workplace

- This program will be delivered over a 12-week period.
- One 6-hour session every fortnight will be conducted in the workplace.
- The total trainer/assessor-led contact hours are to be no less than 36 hours face-to-face over the 12-week period.

Classroom/Public Program

The theory components will be facilitated in the classroom and we have sequenced the program over 5 weeks. This will consist of 10 days of face-to-face training.

After the face-to-face component is completed, the students will undergo 3 weeks of coaching and mentoring via phone.

Blended (Classroom/Online)

The blended option may be used by students if they are unable to attend all classroom sessions.

STUDENT FEES

- Fee for Service \$2200
- Traineeship – approximately \$1000 (fee may vary based on work state location)

Government subsidised courses may be available. To find out more, please contact Recruitment Academy on the details below.

CAREER PATH

Upon completion of the Certificate III in Business (Recruitment) we recommend the following courses to further your career within the recruitment industry.



For more information, contact us on 1300 674 134
or info@recruitmentacademy.com.au
www.recruitmentacademy.com.au



Recruitment
Academy