Training for Business Services

MEGT INSTITUTE

Advance your professional career

MEGT Institute is the training arm of MEGT (Australia) Ltd, with over 25 years commitment to developing and supporting Australian businesses.

Our Business Services courses cover a diverse range of cross-industry functions and services. MEGT Institute can provide innovative training solutions to meet your specific business requirements. Training can be provided for existing staff to enhance their knowledge and build skills sets. Under the Australian Apprenticeships framework, Traineeships can provide a pathway for those wanting to acquire nationally accredited qualifications and build a career.

Business Services qualifications offered by MEGT Institute

MEGT Institute provides training and assessment in the following qualifications:

- Certificate II in Business (BSB20107)
- Certificate III in Business (BSB30110)
- Certificate III in Business Administration (BSB30407)
- Certificate IV in Business (BSB40207)
- Certificate IV in Business Administration (BSB40507)
- Certificate IV in Frontline Management (BSB40807)
- Diploma of Management (BSB51107)
- Diploma of Marketing (BSB51207)
- Diploma of Business (BSB50207)

Nationally Recognised Training

Call us now on **1300 MEGT MEGT** **www.megtinstitute.com.au**

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Training delivery

Training can be tailored to meet your individual requirements, ensuring you and your staff have the skills required for maximum performance within your specific business environment. One example is the Certificate IV in Business Administration, which is designed to provide a broad knowledge-base in general administration tasks and has the flexibility to be adapted for a variety of roles.

MEGT Institute will assist you to establish a personal training plan to suit your workload and learning needs. Using a variety of training methods and learning support resources we can customise the training delivery to suit your business environment.

Workshops can be arranged for larger employers. The variety of approaches make the learning experience both rewarding and enjoyable.

Qualifications can also be gained through 'Skills Recognition' where existing skills and knowledge are identified.

MEGT Institute trainers

Our Business trainers have extensive cross-sector industry experience, hold formal industry qualifications and up-to-date vocational training qualifications.

Commitment and choices

Training and recognition of skills already achieved can be a strong motivator for your employees. This will help their performance and extend their skills base, allowing your business to be more competitive and flexible. We can assist you to determine your training needs and how these align with your business objectives.

MEGT (Australia) Ltd supports an inclusive workplace where gender, age, culture, disability and lifestyle choice are valued. Our access and equity policy fosters and promotes an inclusive learning environment for all.

For more information

MEGT Institute staff are located across Australia and are happy to discuss your training needs and familiarise you with the many other training services and qualifications we provide.

For more information you can contact either our national Head Office in Ringwood, Victoria, or you may prefer to contact your local State MEGT Institute representative.

Call **1300 MEGT MEGT** or visit www.megtinstitute.com.au

MEGT – big enough to support you small enough to know you