

## Frequently Asked Questions

### 1. Who should do this course?

You should enrol into this course if

- ✓ You work in a supervisory role and want to take that next step in furthering your skills and education. OR
- ✓ You have experience (current or previous) in an office / corporate environment and want the credentials to take you to the next step OR
- ✓ You would like to work in a Leadership or Management role in an organisation, branch or department.

### 2. Are there any Pre-Requisites

Yes, in order to enrol into this qualification our enrolment officer must first approve your application.

Your application will be approved if you meet the Just Careers Training –Student Entry Procedure

In summary:

- ✓ You must hold a Year 12 certificate or equivalent OR
- ✓ Have completed a Certificate IV (or higher) in Australia OR
- ✓ If you have not completed either of the above, then you may demonstrate competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test (we arrange this test for you).

### 3. How long does the course take?

The course commences on the date nominated by you in the enrolment process. You will have 24 months to complete the course requirements.

This course is a Self-Paced course meaning that you may move as quickly or as slowly as you like, but you must complete the course within 24 months.

As a guide, depending on your current competencies, life/work experience and your literacy level, you would need to spend up to 20 hours per week to meet the requirements of this course within the 24 months (this includes taking breaks and holidays).

There is some allowance for extra time to complete the course, please refer to the course terms and conditions for further details.

**Just Careers Training Pty Ltd**

**RTO Provider number 91413**

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**L e a r n \* E v o l v e \* E x c e e d \* S u c c e e d**

#### **4. Will I be Supported?**

Absolutely! Your course includes:

- ✓ Access to and contact with your trainer at regular intervals.
- ✓ Unlimited email support
- ✓ Access to the student portal and forums
- ✓ As well as trainer support, the team at Just Careers Training will always be only a phone call away.

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