

Stream	Certificate II	Certificate III	Certificate IV	Diploma	Advanced Diploma
Advertising			<ul style="list-style-type: none"> ● Account Coordinator ● Copy Writer/Art Director ● Media Assistant 	<ul style="list-style-type: none"> ● Account Planner ● Advertising Account Manager ● Advertising Creative Director 	<ul style="list-style-type: none"> ● Account Director
Business	<ul style="list-style-type: none"> ● Administration Assistant ● Clerical Worker ● Data Entry Operator 	<ul style="list-style-type: none"> ● Customer Service Advisor ● Data Entry Operator ● General Clerk ● Word Process Operator 	<ul style="list-style-type: none"> ● Administrator ● Project Officer 	<ul style="list-style-type: none"> ● Executive Officer 	<ul style="list-style-type: none"> ● Executive Director ● Senior Executive
Business Administration	<ul style="list-style-type: none"> ● Administration Assistant ● Clerical Worker ● Data Entry Operator 	<ul style="list-style-type: none"> ● Accounts Payable Clerk ● Accounts Receivable Clerk ● Junior Personal Assistant ● Office Administrator ● Receptionist 	<ul style="list-style-type: none"> ● Executive Personal Assistant ● Medical Records Officer ● Office Administrator 	<ul style="list-style-type: none"> ● Administration Manager 	<ul style="list-style-type: none"> ● Executive Director
Business Sales			<ul style="list-style-type: none"> ● Sales Account Assistant ● Sales Agent 		
Customer Contact	<ul style="list-style-type: none"> ● Customer Contact Operator 	<ul style="list-style-type: none"> ● Customer Services Representative ● Telesales Representative 	<ul style="list-style-type: none"> ● Analyst (Contact Centre) ● Outbound Contact Team Leader 	<ul style="list-style-type: none"> ● Contact Centre Manager 	
Education		<ul style="list-style-type: none"> ● School Support Officer ● Student Recruitment and Admissions Assistant ● Student Services Officer 			
Franchising			<ul style="list-style-type: none"> ● Franchisee - Established Business ● Franchisee - New Business 	<ul style="list-style-type: none"> ● Franchisor 	

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Governance			<ul style="list-style-type: none"> ● Board Member ● Board Member (Indigenous Community Organisation) 	<ul style="list-style-type: none"> ● Board Chairperson (Indigenous Community Organisation) 	
Human Resources		<ul style="list-style-type: none"> ● Work Health and Safety Assistant 	<ul style="list-style-type: none"> ● Human Resources Assistant ● Payroll Officer ● Work Health and Safety (WHS) Systems Officer 	<ul style="list-style-type: none"> ● Human Resources Manager 	<ul style="list-style-type: none"> ● Human Resources Director ● Manager, Human Resources - Strategy
International Education		<ul style="list-style-type: none"> ● Administration Assistant (International Pastoral Care - Secondary School) ● Administration Officer (TAFE International Marketing - Offshore programs) ● Administration Officer (University International Information Services) 		<ul style="list-style-type: none"> ● Coordinator, International Student Support Services ● Director of Student Administration ● Manager, International Marketing 	
International Trade		<ul style="list-style-type: none"> ● Export Clerk ● Import/Export Clerk 	<ul style="list-style-type: none"> ● Export Customer Service Coordinator ● Exporter ● Importer 		
Legal		<ul style="list-style-type: none"> ● Legal Receptionist 	<ul style="list-style-type: none"> ● Assistant Paralegal ● Legal Assistant ● Legal Secretary 	<ul style="list-style-type: none"> ● Executive Assistant ● Paralegal 	

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Management			<ul style="list-style-type: none"> ● Coordinator - Sales Team ● Leading Hand ● Supervisor - Sales Team ● Team Leader - Business Unit 	<ul style="list-style-type: none"> ● Human Resources Manager ● Manager (Information Services) 	<ul style="list-style-type: none"> ● Departmental Manager ● Executive Director ● Manager, Human Resources - Strategy ● Operations Manager ● Regional Manager
Marketing			<ul style="list-style-type: none"> ● Direct Marketing Assistant ● Marketing Coordinator ● Public Relations Assistant 	<ul style="list-style-type: none"> ● Marketing Manager ● Public Relations Manager 	<ul style="list-style-type: none"> ● Global Marketing Manager ● Marketing Director
Medical		<ul style="list-style-type: none"> ● Medical Receptionist ● Medical Records Clerk ● Medical Secretary 	<ul style="list-style-type: none"> ● Medical Records Officer 		
Project Management			<ul style="list-style-type: none"> ● Program Administrator ● Project Coordinator ● Project Team Member 	<ul style="list-style-type: none"> ● Project Leader 	<ul style="list-style-type: none"> ● Project Manager
Purchasing			<ul style="list-style-type: none"> ● Procurement Officer ● Purchasing Officer 		
Quality Auditing					
Recordkeeping		<ul style="list-style-type: none"> ● Assistant Records Clerk ● Assistant Registry Officer 	<ul style="list-style-type: none"> ● Medical Records Officer ● Records and Information Officer 	<ul style="list-style-type: none"> ● Records and Information Coordinator 	<ul style="list-style-type: none"> ● Records and Information Manager

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Small Business		<ul style="list-style-type: none"> Independent Contractor Micro Business Operator 	<ul style="list-style-type: none"> Small Business Manager - Consultancy/Advisory Service Small Business Manager - Franchise Small Business Manager - Retail 		
Unionism and Industrial Relations			<ul style="list-style-type: none"> Union Organiser 		
Workplace Health and Safety			<ul style="list-style-type: none"> Work Health and Safety (WHS) Systems Officer 	<ul style="list-style-type: none"> Work Health and Safety (WHS) Officer Work Health and Safety (WHS) Rehabilitation Officer 	<ul style="list-style-type: none"> Work Health and Safety Practitioner

Entry and exit to qualifications may be made at any level.



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