



Mount Isa Institute of TAFE

# Fact Sheet

## Short Course – Communicate Electronically

### What career options do I have?

Improve or update your internet based communication skills for the modern workplace.

### What will I learn?

How to interact online with others using blogs, forums, instant messenger and more.

### What qualification will I receive?

As this is a short course, you will receive a Result of Assessment for competency successfully achieved.

### Where will I train?

Mount Isa.

### How long will the training take?

Full day. This course will be run as required

### How will the training take place?

Face-to-Face in classroom environment.

### What assessment methods will be used?

Short answer responses / Observation / Practical

Assessment methods generally vary according to skills content of competency. May include: short answer responses, observations, demonstrations, projects, discussions, group participation etc.

### Is there anything I need to bring?

A notebook and pen would be beneficial.

### Am I eligible?

Prior to enrolment consider contacting the Client Information Centre to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories.

### Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

### When can I start?/How do I apply?

Contact the Client Information Centre for the latest course commencement dates and enrolment details.

### Can I go onto further training?

You can use these skills to learn online for any course that involves communication. It would also count as an elective in Business Certificates.

### What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

### Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

### What is the program structure?

One unit of competency makes up this short course program. The unit has been selected from BSB20107 Certificate II in Business.

### Core units

BSBITU203A Communicate electronically

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