



Frequently asked questions

How much does it cost?

We are required to charge by Department of Education and Training a one-off enrolment fee. This enrolment fee will be discussed with you on our initial visit.

How long does a traineeship last?

A full time employee undertaking a Certificate III would take 12 months and an employee undertaking a Certificate IV would complete in 24 months.

What are the minimum hours a trainee has to work?

Certificate III requires 15 hours per and Certificate IV requires 21 hours per week.

What Government incentives do I receive?

This will be assessed and discussed with you by the Australian Apprenticeship Centre on their initial visit.



Our Quality Training Experts Come to you!

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Registered Training
Organisation ID: 1128



Education & Communities

This training is funded by the NSW Government in partnership with the Australian Government

Management Training



www.mygateway.org.au

my gateway
quality training provider

Delivering Quality Training

Flexible Training Plan Samples

BSB40610 Certificate IV in Business Sales

- BSBPRO401A** Develop product knowledge
- BSBREL402A** Build client relationships and business networks
- BSBSLS407A** Identify and plan sales prospects
- BSBSLS408A** Present, secure and support sales solutions
- BSBCUS401A** Coordinate implementation of customer service strategies
- BSBCUS402A** Address customer needs
- BSBCM401A** Make a presentation
- BSBMKG413A** Promote products and services
- BSBREL401A** Establish networks
- BSBSLS501A** Develop a sales plan

BSB41007 Certificate IV in Human Resources

- BSBHRM401A** Review human resource functions
- BSBHRM402A** Recruit, select and induct staff
- BSBHRM403A** Support performance management process
- BSBWKR410A** Implement industrial relations procedures
- BSBOHS407A** Monitor a safe workplace
- BSBREL401A** Establish networks
- BSBRES401A** Analyse and present research information
- BSBWOR401A** Establish effective workplace relationships
- BSBCM401A** Make a presentation
- BSBWRT401A** Write complex documents



Flexible Training Plan Samples

BSB41307 Certificate IV in Marketing

- BSBMKG401B** Profile the market
- BSBCM401A** Make a presentation
- BSBMKG402B** Analyse consumer behavior in specific markets
- BSBMKG408B** Conduct market research
- BSBCUS402A** Address customer needs
- BSBCUS403A** Implement customer service standards
- BSBEBU401A** Review and maintain a website
- BSBMKG413A** Promote products and services
- BSBMKG414A** Undertake marketing activities
- BSBOHS 407A** Monitor a safe workplace



Benefits of a traineeship

MG My Gateway offers nationally recognised qualifications that can benefit both employers and employees.

- Staff retention through career pathways.
- Potential government incentives.
- Flexible delivery (minimal disruption to business).
- Improved productivity.
- Improved customer service standards.
- Experienced frontline management trainers.
- Customised training programs.
- Variety of resources—suit all learning styles.
- Assist in meeting your business's KPI's.

○ Certificate IV in Business Sales and Certificate IV in Marketing.

This qualification reflects the role of individuals who apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and typically report to a more senior sales practitioner.

○ Certificate IV in Human Resources.

This qualification reflects the role of the individuals who work in a range of support positions in human resources management. They may be assigned responsibilities in units or business areas focused on discrete human resources functions, such as remuneration, workplace planning or human resources information systems.