

Certificate III Foundation Skills

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The Foundation Program Business Course is designed for students who have an adequate level of English, but who do not have the required academic entry qualifications for direct entry into the Business Diploma Program.

The Foundation Business Program Course is a one year full-time course that provides a range of skills that will give students the necessary preparation for entry into the Diploma Program. Any student who does not successfully complete every unit of the ACK Foundation Program will not be allowed entry to ACK Diploma Programs.

The aim of the Course is to equip students with the skills they will require to be successful at Diploma level studies and beyond, as well as to help students gain a knowledge of themselves, their strengths and weaknesses, their health, their well-being, their environment, and their personal development.

Foundation Skills will include study in the following areas:

- Working effectively with others
- Organising finance for a micro business
- Recommending products and services
- Communication Skills
- Personal work priorities
- Planning a home based business
- Processing customer complaints
- Delivering and monitoring services
- Occupational Health and Safety
- Creating promotional displays
- Organising workplace information.

ENTRY REQUIREMENTS

All applicants to ACK have to take the ACK English Language Assessment which will show their current level of English.

Entry to this program is available only to students who have completed Year 11 of the British school system and who has not achieved High School equivalency. Please note a minimum of 3 IGCSEs with a grade D or above is required.

FEES

Fees for the Foundation Program Business Course are KD3250 per year, paid over 2 semesters as per the ACK Fee Payment Schedule. An Amenities Fee of KD70 must be paid each semester. Please note that ACK reserves the right to increase fees for future academic years.

AWARD

On successful completion of this course a student will be awarded an Australian accredited Certificate III in Business issued by TAFE Tasmania. The student will also be awarded an ACK Foundation Certificate.

HOW TO APPLY

Australian College of Kuwait
Student Admissions
Building 1
Block 5, Al-Aqsa Mosque Street
West Mishref
Telephone: 2537 6111 ext 4018