



# Business Ready Skill Set

State ID: AE137

## About this course

### Get ready for a career in Business!

This skill set is the perfect introduction to office administration, clerical work and reception work

You will learn to all aspects of customer service and management, organisation of daily work tasks, how to produce professional documents using relevant business technology and how to work effectively with colleagues in an office environment.

### Gain these skills:

- Deliver a service to customers
- Produce digital text documents
- Organise and complete daily work activities
- Use business technology
- Contribute to health and safety of self and others

### Next course dates:

This course has varied durations and days on-campus, starting on the below dates:

**Armadale:** Mondays 8.30am to 11.30am, Tuesdays 9am to 3.30pm and Fridays 8.30am to 11.30am for 8 weeks from

3 August

**Murdoch:** Wednesdays 9am to 12pm and Thursdays 1pm to 4pm from 12 August for 14 weeks

**Rockingham:** Mondays for 16 weeks from 10 August: 8.45am to 3.30pm

Due to high demand for this course, additional dates have now been added.

**Armadale:** Mondays 8.30am to 11.30am, Tuesdays 9am to 3.30pm and Fridays 8.30am to 11.30am for 8 weeks from 12 October

**Rockingham:** Wednesdays for 16 weeks from 12 August: 9am to 3.30pm



This course can help you get ready for your first job, or re-skill quickly for jobs that are available as WA's economy recovers. This course is free for 15 to 24 year olds; or those who are receiving JobSeeker, JobKeeper, Youth Allowance, AUSTUDY or ABSTUDY payments; or concession cardholders. If you're not eligible, you can pay the course fee to gain these skills and become highly employable. See the full eligibility list in the important

information tab below. [Find out more about the initiative.](#)

## Overview

*This course may be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based delivery, as well as practical and work experience placements. Lecturers will provide any specific instructions if your training delivery style needs to change.*

## Semester 2, 2020

### Armadale - Mondays, Tuesdays and Fridays for 8 weeks from 3 August

 When: **Semester 2, 2020**

 How: **Part Time**



Fees:

**Non-concession**

Tuition fee \$683.00 + resource fee \$124.75 = \$807.75 (non-refundable)

## Semester 2, 2020

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### Murdoch - Wednesdays and Thursdays for 14 weeks from 12 August



When: **Semester 2, 2020**



How: **Part Time**



Fees:

**Non-concession**

Tuition fee \$683.00 + resource fee \$124.75 = \$807.75 (non-refundable)

## Semester 2, 2020

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### Rockingham - Mondays for 16 weeks from 10 August: 8:45am-3:30pm



When: **Semester 2, 2020**



How: **Part Time**



Fees:

**Non-concession**

Tuition fee \$683.00 + resource fee \$124.75 = \$807.75 (non-refundable)

## Study pathway



[Certificate II in Business](#)

 [Certificate III in Business Administration](#)

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 [Certificate III in Business](#)

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 [Certificate IV in Business](#)

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 [Certificate III in Business Administration \(Medical\)](#)

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## Job opportunities



[General Clerk Receptionist Administrator](#)

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## Important information

**Job ready skill sets are 100% free for the following eligible students:**

- People aged 15—24 years at the time of enrolment (excluding school students)
- Secondary school-aged people who are not enrolled at school
- People receiving the JobSeeker or JobKeeper payment
- People and dependents of people receiving the Youth Allowance, AUSTUDY or ABSTUDY
- People and dependents of people holding:
  - pensioner concession card or Health Care Card; or
  - a Repatriation Health Benefits Card issued by the Department of Veterans' Affairs
- Dependents of people who are inmates of a custodial institution