



## BUSINESS SKILL SET

# How would becoming job-ready make them feel?



# Got the JOB feels

Our business model is simple, provide jobseekers with the tools and experience to succeed. Through this nationally accredited short-course, students will obtain skills and knowledge to enter the workforce confidently, it's a sound business plan.

### COST

Business Skill Set	\$395
Hours	Full-time
Duration	8 weeks

The course is designed to be accessible, flexible and to support an individuals learning style. This includes a combination of:



Interactive online eLearning



Full trainer support



Simulated workplace



### JOB OPPORTUNITIES

- Office Assistant
- Program Administrator
- Administration Officer
- Receptionist
- File Management Officer



## BUSINESS SKILL SET

In the business skill set course students will obtain the skills and knowledge required to design and produce various business documents and use a range of functions on a variety of computer applications. It also covers organising personal work schedules, monitoring and obtaining feedback on work performance and how to maintain required levels of competence.

Study units include:

- BSBTEC301 Design and produce business documents
- BSBPEF301 Organise personal work priorities

These units have been selected from  
BSB30120 Certificate III in Business

To make a jobseeker referral

[CLICK HERE](#)

## ENTRY REQUIREMENTS

Students will need the following to complete the courses successfully:

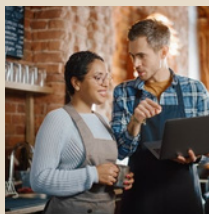
- An email address and access to a computer with internet connection
- Basic to intermediate computer literacy
- Complete a short language, literacy and numeracy test
- The ability to communicate and follow instructions verbally or written in English
- PDF reader software (eg Adobe Acrobat)
- Video conferencing software (eg Microsoft Teams)
- Obtain a unique student identifier (USI), for more information go to [www.usi.gov.au](http://www.usi.gov.au)

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WORKREADY

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