AE378

BUSINESS READY SKILL SET

VOCATIONAL TRAINING SERVICES



Start on the path to SUCCESS

FREE

COURSE DESCRIPTION

Build your confidence and get ready for the workplace with practical skills you can use across a range of industries.

The **AE378 Business Ready Skill Set** is designed to help you develop essential workplace skills in customer service, business software, time management and work health and safety (WHS). You'll learn how to communicate with customers, use common business applications, organise your tasks and contribute to a safe and productive workplace.

Whether you're looking for your first job, returning to work or exploring a new career direction, this short course is a great place to start.

Fee-free training is available for eligible students.

GOVERNMENT OF WESTERN AUSTRALIA

Jobs and Skills WA

VOCATIONAL TRAINING SERVICES

We go the extra mile

Connected by community

We deliver with care

We give and receive trust

We take pride in all we do

COURSE OUTLINE

NATIONALLY RECOGNISED UNITS OF COMPETENCY
CORE
BSBWHS211 Contribute to the health and safety of self and others
BSBOPS203 Deliver a service to customers
BSBPEF202 Plan and apply time management
BSBTEC201 Use business software applications

- *To achieve this accredited skill set 4 units must be completed*

JOBS & SKILLS WA

Jobs & Skills WA is the program through which the State Government prioritises its investment in vocational education and training (VET) to support skills development and training.

Vocational education and training (VET) gives you job ready skills and knowledge with industry-focused courses and hands on learning to set you up for a great future. Training through the Jobs & Skills WA program is more accessible and affordable for eligible Western Australians as many courses in industries with high job growth are subsidised, half price or even FREE!

ENTRY REQUIREMENTS

There are no entry requirements to study this qualification, although students must be able to provide a Unique Student Identifier (USI) and identification.

Students must also complete a short Language, Literacy and Numeracy (LLN) assessment to assist VTS in identifying a learner's eligibility and individual needs.

FEES

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as resource fees and other fees.

Fees are charged in accordance with the DTWD Vet Fees and Charges Policy.

DELIVERY

The delivery of this course includes classroom-based face to face training, practical training and supported self-study and research.

ELIGIBILITY REQUIREMENTS

Am I eligible for subsidised or fee-free training?

Eligibility depends on your visa type, residency status and how your course and student category are classified by the WA Government under the VET Fees and Charges policy. These can change over time and are assessed at enrolment based on your individual circumstances.

For current eligibility criteria, scan the QR code or visit:

vts-training.com.au/service/funded-training

FEES	
Fee Free	

Nationally Recognised Training

Training Accreditation Council WESTERN AUSTRALIA

Units 2-3/60 Grose Ave
CANNINGTON CAMPUS

(08) 6216 0165

vts-training.com.au

VOCATIONAL TRAINING SERVICES

For course contacts & enquiries, scan the QR code or visit:

vts-training.com.au/location

Vocational Training Services is a Registered Training Organisation. We are accredited through the Training Accreditation Council of Western Australia to deliver nationally recognised qualifications. We partner with individuals, communities, schools and businesses across Western Australia.

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