

# AE378 BUSINESS READY SKILL SET



**FREE**

**START ON THE  
PATH TO SUCCESS  
WITH OUR JOB  
READY SKILL SET  
TODAY!**

## COURSE DESCRIPTION

Are you wanting to build your confidence and get a head start into employment?

This program and work ready skill set will give you the skills and knowledge required to follow work health and safety (WHS) and emergency procedures and instructions, use computer software, and apply time management to your working tasks.

And the best part? It's completely FREE for Australian Citizens and Permanent Residents no longer at school! The skills you'll learn are transferable into every industry - so there'll be no shortage of job opportunities.



VOCATIONAL  
TRAINING  
SERVICES



SKILLS  
READY  
Boost your skills for the future



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

1. BSBWHS211 Contribute to the health and safety of self and others
2. BSBOPS203 Deliver a service to customers
3. BSBPEF202 Plan and apply time management
4. 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](https://vts-training.com.au/service/funded-training)

#### FEES

Fee Free



 **PERTH NORTH**  
26 Winton Rd, Joondalup

 **PERTH SOUTH**  
Units 2-3/60 Grose Ave, Cannington

 [vts-training.com.au](https://vts-training.com.au)



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

[vts-training.com.au/location](https://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.