



HVTC

skills change lives

BUSINESS ADMINISTRATION

HVTC TRAINEESHIP

Certificate II Business

Certificate III Business Administration

Certificate IV Business Administration

QUALIFICATION

Upon successful completion of the course you will receive a nationally recognised qualification.

SKILLS AND ATTRIBUTES

- Show a demonstrated commitment to Workplace Health and Safety.
- Have a helpful and courteous manner.
- Good eye for detail.
- Ability to work in a team.
- Good communication and customer service skills.
- Basic computer skills.

COURSE DESCRIPTION

Employees perform a broad range of administrative tasks in a small organisation. Work may include customer service, dealing effectively with complaints, mail handling, payment of accounts, data and preparation of business documents.

Certificate courses cover performing routine tasks using limited practical skills under direct supervision; developing and applying a broad range of administrative competencies in varied work contexts along with technical advice and support to a team, provide solutions to a defined range of unpredictable problems, analyse and evaluate a variety of information.

CAREER OPPORTUNITIES

Receptionist, office administration assistant or word processing operator, accounts receivable/payable clerk, data entry operator, junior personal assistant.

TERM OF TRAINING

CII, CIII - 12 months nominal term (1 year).

CIV - 24 months nominal term (2 years).

WAGES

Pay rates are as per the relevant Modern Award.

RESULTS

Our apprenticeship completion rates are significantly higher than the industry average of 50%. That's because our caring staff provide ongoing support and mentoring throughout your entire training.

We employ you direct - looking after your wages, workers' compensation, leave entitlements and superannuation. This allows your host employer to give you the best work experience possible to help you become job ready.

We deliver onsite and offsite skills development training at our HVTC Skills Centre as well as partner with TAFE and other training providers.

HOW TO APPLY

When a vacancy is available the details will be placed online. For full selection criteria and to apply, go to our website.

Gain a nationally recognised qualification through HVTC, Australia's oldest and largest group training organisation.

We have employed and provided training to 18,000 apprentices and trainees for more than 30 years.

**Call us today
1800 350 570
hvtc.com.au**

