

COURSE CONTENTS

SKILLS LEARNT THROUGH THIS COURSE INCLUDE:

- Develop an increased understanding of business operations
- Identify priorities according to organisational objectives
- Contribute to planning processes
- Support and improve work practices and team effectiveness
- Understand customer relationships and deliver customer service
- Business technology and information handling
- Workplace practices and expectations
- Employment readiness and application assistance

Upon successful completion participants will have earned two qualifications:

FSK20113 Certificate II in Skills for Work & Vocational Pathways
BSB30115 Certificate III in Business

NEED MORE REASONS TO START THIS COURSE?

- Learn skills to start your own business
- Immediate assistance with resumes and interview skills to enable you to apply for jobs immediately

Two-thirds of course graduates are employed within 4 weeks of course completion.



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Email us at
training@fivebridges.org.au