



FREE to get into a career in Business Administration through the Koomba Birdal Program

BSB30120 AC46 Certificate III Business Administration (Traineeship)

Overview

This FREE course is for Aboriginal and Torres Strait Islander candidates looking to start a career in Business Administration. The Traineeship will run over 12 months, with students completing a minimum of 15 hrs per week in paid employment and 1 full day at North MetropolitanTAFE.

By completing the Certificate III in Business Administration you will gain the following skill

- Maintain business resources
- Organise workplace information and schedules
- Create Documents
- Engage in workplace communication

Additional Training

- Health and wellbeing
- Managing your Money
- First Aid

Fees

FREE

Entry requirements

Indigenous candidates with a Minimum age 16 yrs of age by 1st February 2024

Important dates

Information session	18th January 2024 10am – 11am
Enrolment session	8th February 2024 9am – 3pm

Location

North Metropolitan TAFE, Koolark Centre 30 Aberdeen st, Northbridge, Perth City

Extra information

A Business Shirt, pants and shoes will be provided. You will have access to an Indigenous Mentor and Indigenous Career Advisors during and after the program.

Expression of interest

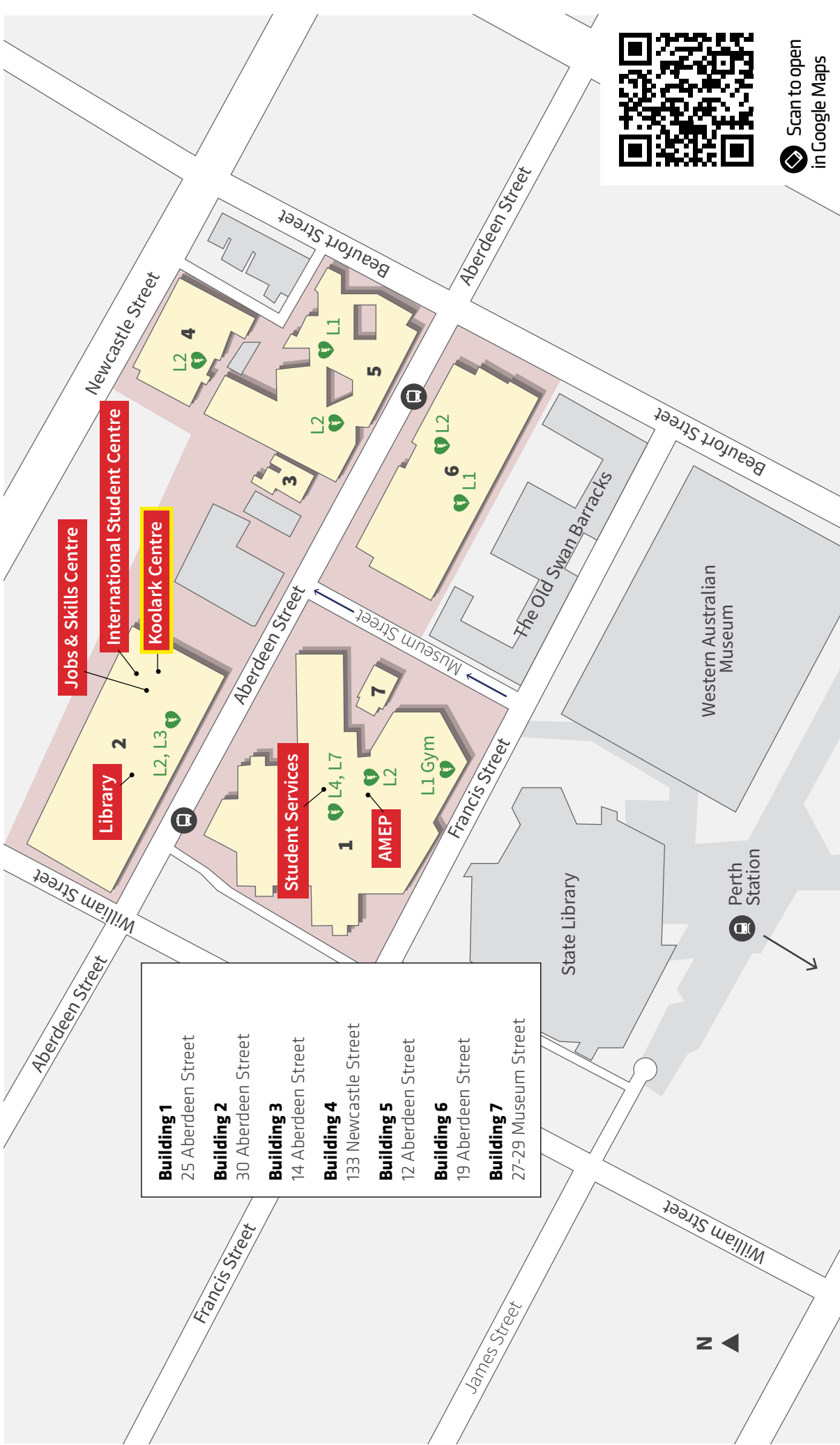


To register your interest scan the QR code or visit forms.office.com/r/5LWKV8XBAB and fill in your details. Applications close Friday 1st December 2023 4pm.

For further information

Email: eae@nmtafe.wa.edu.au





Building 1	25 Aberdeen Street
Building 2	30 Aberdeen Street
Building 3	14 Aberdeen Street
Building 4	133 Newcastle Street
Building 5	12 Aberdeen Street
Building 6	19 Aberdeen Street
Building 7	27-29 Museum Street