

BSB50207 Diploma of Business



Job Seeker Training

UNITS OF COMPETENCY

BSBADM502B	Manage Meetings
BSBHRM506A	Manage Recruitment, Selection and Induction Processes
BSBHRM509A	Manage Separation or Termination
BSBPMG510A	Manage Projects
BSBRISK501A	Manage Risk
BSBWOR501A	Manage Personal Work Priorities and Professional Development
BSBCMM401A	Make a presentation
BSBWOR401A	Establish effective workplace relationships

To be eligible to enroll in this training:

- ✓ Participants must not already be enrolled in secondary or tertiary education or training
- ✓ Must be an Australian citizen, permanent resident or Humanitarian Refugee
- ✓ Must live in NSW
- ✓ Have not worked the week prior to enrollment

Candidates are expected to have vocational experience in administration or business roles, **or** have completed the BSB40207 Certificate IV in Business, or other relevant qualifications.

This training is funded by the NSW Government in partnership with the Australian Government

When and Where?

- ✓ Commencing **13 September 2011**
- ✓ Info Session/Enrolment Day **6 September 2011**
- ✓ Tuesdays - Wednesdays
- ✓ 9.30am—2.30pm
- ✓ Limited places available
- ✓ **Venue:**
122 Bathurst Road
Katoomba

Cost

- ✓ **\$52 fee for eligible job seekers**
- ✓ FREE for Aboriginal and Torres Strait Islanders and People with a disability
- ✓ \$637 fee for students who do not receive Centrelink benefits
- ✓ **All texts books FREE**

About the Course

This course is for job seekers who have business or administration experience and are looking to further develop their skills across a range of business functions. Graduates would be suited to job roles in Business, Administration, Human Resources or if coupled with relevant experience, in supervisory or leadership roles.

Job Seeking Assistance

- Participants will also be provided with:
- ✓ Work Experience placements
 - ✓ Job Search facilities and support



NTIS ID 52247

Tel Stacey or Cassie on 4722 2012 to enrol