

# Business Services

## Course description

For students who enjoy seeking a challenge and want to be part of a high-performing workplace, this course provides the core business skills and knowledge they need to succeed.

Students will learn how to work effectively in a business and office environment, deliver excellent customer service and use a range of business technologies.

Business services can include:

- advertising
- business
- human resources
- accounting
- communication
- legal work

It also includes more specialised functions such as franchising, project management, and work, health and safety.

The course is designed to give students a range of business skills valued within and beyond the workplace. These skills include becoming proficient in word processing applications, spreadsheets, database manipulation and financial documents preparation.

## Locations

- ✓ **Ballina** Macksville
- ✓ **Casino** Maclean
- ✓ **Coffs Harbour** Murwillumbah
- CHEC Port Macquarie
- ✓ **Grafton** Taree
- Great Lakes Trenayr
- ✓ **Kempsey** Wauchope
- ✓ **Kingscliff** Wollongbar
- ✓ **Lismore** ✓ **Flexible/Online**

## Career opportunities

Clerk, administration or office assistant, receptionist, personal assistant, office administrator. Further study in areas such as marketing, human resources, accounting and project management will lead to more specialised career opportunities.



### TAFE to Uni Pathway



<b>Pattern of study</b>	2 units x 1 year (120 hour), 2 units x 2 years (240 hour), 4 units x 1 year (240 hour), plus specialisation courses
<b>HSC exam</b>	Yes – optional (at completion of 240 hour course)
<b>Qualification</b>	Certificate II in Business (BSB20115) and/or transcript of competencies achieved
<b>Pathway</b>	Advanced standing in a range of Certificate III qualifications within the Business Services Training Package (BSB)
<b>Note</b>	1 unit (60 hour), 2 unit (120 hour) or 3 unit (180 hour) specialisation courses available. Work placement mandatory – 35 hours per 2 units of study. This is a category B course.

# How to **apply**

**Applying for a TVET course is easy.**  
Follow these simple steps to get started:

1

Students and parents should read the 2017 TVET guide for high school students. While reading, it's a good idea to think about what the student is interested in and careers they may like to start learning about. It's important that the right TVET courses are chosen and the student gets the most out of their TVET experience. The 2017 TVET Guide is located on our website [northcoasttafe.edu.au](http://northcoasttafe.edu.au)

2

Students, parents and Careers Advisors should discuss potential options, pathways and a selection of courses that meet the student's needs and goals.

3

Fill in the 2017 **Expression of Interest (EOI) form**. The EOI form can be downloaded from [northcoasttafe.edu.au](http://northcoasttafe.edu.au) or provided by the school's VET Coordinator or Careers Advisor.

4

The EOI form should be signed by the student, parent or guardian and the school principal. TVET course codes must be included on the EOI form. They are found on the local course insert available from the VET Coordinator or Careers Advisor.

5

Submit the 2017 TVET Expression of Interest form to the school's Careers Advisor before the closing date of **16 September 2016**.

DISCLAIMER While every attempt has been made to ensure information contained in this guide was correct at the time of printing (April 2016), it can change and you should check the TVET section of our website for the latest information. Course commencement is subject to sufficient resources and demand. For the most up-to-date information on course content, attendance modes, fees, concessions, refunds and exemptions, recognition of prior learning and credit transfer options, student support services including literacy and numeracy support and welfare services, student rights and responsibilities, appeals and complaints process and Department of Education and Communities Code of Conduct visit the North Coast TAFE website or phone your local Schools Account Manager.

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