



BUSINESS COURSES FOR TRAINEES

With over 2.5 million businesses currently operating in Australia, there has never been a better time to start a business traineeship!

Unlock Your Business Potential

SportsReady Education is the leading education provider of sport and business education and forms part of AFLSportsReady RTO ID 22394.

Our business courses are nationally recognised qualifications designed to equip you with the essential skills and knowledge demanded by today's competitive business landscape. We offer a supportive and engaging learning environment that empowers you to excel in a variety of business roles. With our comprehensive curriculum, expert trainers, and practical learning experiences, you'll gain the confidence and capabilities necessary to thrive in the industry.

What Will You Learn?

Our business courses cover a wide range of critical business skills, ensuring you are well-prepared to tackle the challenges of the modern workplace. You'll develop proficiency in areas such as effective communication, efficient workflow management, problem-solving, customer service excellence, team collaboration, and the utilisation of business software applications. These sought-after skills will not only enhance your employability but also empower you to make a positive impact in any business setting.

Flexible Entry Requirements and Supportive Learning Environment

We welcome individuals from diverse backgrounds and experiences to join our business courses. We understand that each student is unique, which is why we provide personalised support tailored to your specific needs. Our team is dedicated to providing assistance and guidance throughout your learning journey, ensuring your success every step of the way.

Course Structure

Our business courses offer a structured curriculum designed to develop your business knowledge and professional capabilities. The Certificate II in Workplace Skills (BSB20120) is an entry-level qualification providing you with fundamental office and work skills. The Certificate III in Business (BSB30120) expands upon these skills and prepares you for more challenging administrative and operational roles. The Certificate IV in Business (BSB40120) takes your expertise to the next level, equipping you with advanced skills in leadership, project management, and strategic decision-making. Choose the course that aligns with your aspirations and embark on an exciting journey towards business success.

Flexible Online Learning

We understand the importance of flexibility in today's fast-paced world. Our business courses are delivered through a combination of online and face to face learning, with timetables that have been created to provide flexibility and give you constant access to our comprehensive learning materials, assessment resources, and interactive platforms. With our experienced trainers, who will guide you through the course, assess your progress, and provide valuable feedback, you can balance your studies with other commitments while maximising your learning outcomes.

For more information about Business Traineeships, please contact

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BUSINESS COURSES FOR TRAINEES IN THE ACT

BUSINESS COURSES FOR 2024 IN THE ACT

	Certificate II in Workplace Skills	Certificate III in Business	Certificate IV in Business
National Code	BSB20120	BSB30120	BSB40120
Course Length	12-24months * State Dependant	12-24months * State Dependant	12-24months * State Dependant
Entry Requirements	The program is available to students in approved traineeships. People of diverse backgrounds and abilities are strongly encouraged to apply for this qualification.	The program has been developed for those in an approved traineeship program. Completion of Certificate II in Business and/or relevant work experience is desirable but not essential.	The program has been developed to suit those in an approved traineeship program. Completion of Certificate III in Business and/or relevant work experience is desirable but not essential.
How to Apply	Contact Student Administration: Click here to send an email	Contact Student Administration: Click here to send an email	Contact Student Administration: Click here to send an email
Course Structure	<p>The Certificate II in Workplace Skills comprises the following units of study</p> <p>BSBCMM211: Apply communication skills BSBOPS201: Work effectively in business environments BSBPEF202: Plan and apply time management BSBSUS211: Participate in sustainable work practices BSBWHS211: Contribute to the health and safety of self and others BSBPEF201: Support personal wellbeing in the workplace BSBTEC201: Use software applications BSBOPS203: Deliver a service to customers BSBTWK201: Work effectively with others BSBPEF101: Plan and prepare for work readiness</p>	<p>The Certificate III in Business comprises the following units of study</p> <p>BSBCRT311: Apply critical thinking skills in a team environment BSBPEF201: Support personal wellbeing in the workplace BSBSUS211: Participate in sustainable work practices BSBWHS311: Assist with maintaining workplace safety BSBXCM301: Engage in workplace communication BSBTEC301: Design and produce business documents BSBTEC302: Design and produce spreadsheets BSBPEF301: Organise personal work priorities BSBOPS304: Deliver and monitor a service to customers BSBPEF202: Plan and apply time management BSBTWK201: Work effectively with others BSBOPS405: Organise business meeting</p>	<p>The Certificate IV in Business comprises the following units of study</p> <p>BSBWHS411: Implement and monitor WHS policies, procedures and programs BSBCRT411: Apply critical thinking to work practices BSBTEC404: Use digital technologies to collaborate in a work environment BSBTWK401: Build and maintain business relationships BSBWRT411: Write complex documents BSBXCM401: Apply communication strategies in the workplace BSBPEF402: Develop personal work priorities BSBPEF401: Manage personal health and wellbeing BSBCMM411: Make presentations BSBOPS405: Organise business meetings SISXIND009: Respond to interpersonal conflict BSBTEC302: Design and produce spreadsheets</p>
Location	Online and Workplace	Online and Workplace	Online and Workplace
Study Mode	Online and Workplace Delivery and assessment	Online and Workplace Delivery and assessment	Online and Workplace Delivery and assessment
Study Load	Full-time or part-time	Full-time or part-time	Full-time or part-time
Pricing			
To understand the pricing, and whether you may be eligible for government funding, please visit the AFL SportsReady website . Note: prices on our website are indicated and subject to change.			