



# 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 VICTORIA**

## BUSINESS COURSES FOR 2024 IN VICTORIA

	<b>Certificate II in Workplace Skills</b>	<b>Certificate III in Business</b>	<b>Certificate IV in Business</b>
<b>National Code</b>	BSB20120	BSB30120	BSB40120
<b>Course Length</b>	12-24months * State Dependant	12-24months * State Dependant	12-24months * State Dependant
<b>Entry Requirements</b>	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.
<b>How to Apply</b>	Contact Student Administration: <a href="#">Click here to send an email</a>	Contact Student Administration: <a href="#">Click here to send an email</a>	Contact Student Administration: <a href="#">Click here to send an email</a>
<b>Course Structure</b>	<p>The Certificate II in Workplace Skills comprises the following units of study</p> <p><b>BSBCMM211:</b> Apply communication skills  <b>BSBOPS201:</b> Work effectively in business environments  <b>BSBPEF202:</b> Plan and apply time management  <b>BSBSUS211:</b> Participate in sustainable work practices  <b>BSBWHS211:</b> Contribute to the health and safety of self and others  <b>BSBPEF201:</b> Support personal wellbeing in the workplace  <b>BSBTEC201:</b> Use software applications  <b>BSBOPS203:</b> Deliver a service to customers  <b>BSBTWK201:</b> Work effectively with others  <b>BSBPEF101:</b> Plan and prepare for work readiness</p>	<p>The Certificate III in Business comprises the following units of study</p> <p><b>BSBCRT311:</b> Apply critical thinking skills in a team environment  <b>BSBPEF201:</b> Support personal wellbeing in the workplace  <b>BSBSUS211:</b> Participate in sustainable work practices  <b>BSBWHS311:</b> Assist with maintaining workplace safety  <b>BSBXC301:</b> Engage in workplace communication  <b>BSBTEC301:</b> Design and produce business documents  <b>BSBTEC302:</b> Design and produce spreadsheets  <b>BSBPEF301:</b> Organise personal work priorities  <b>BSBOPS304:</b> Deliver and monitor a service to customers  <b>BSBPEF202:</b> Plan and apply time management  <b>BSBTWK201:</b> Work effectively with others  <b>BSBOPS405:</b> Organise business meeting</p>	<p>The Certificate IV in Business comprises the following units of study</p> <p><b>BSBWHS411:</b> Implement and monitor WHS policies, procedures and programs  <b>BSBCRT411:</b> Apply critical thinking to work practices  <b>BSBTEC404:</b> Use digital technologies to collaborate in a work environment  <b>BSBTWK401:</b> Build and maintain business relationships  <b>BSBWRT411:</b> Write complex documents  <b>BSBXC401:</b> Apply communication strategies in the workplace  <b>BSBPEF402:</b> Develop personal work priorities  <b>BSBPEF401:</b> Manage personal health and wellbeing  <b>BSBCMM411:</b> Make presentations  <b>BSBOPS405:</b> Organise business meetings  <b>SISXIND009:</b> Respond to interpersonal conflict  <b>BSBTEC302:</b> Design and produce spreadsheets</p>
<b>Location</b>	Online and Workplace	Online and Workplace	Online and Workplace
<b>Study Mode</b>	Online and Workplace Delivery and assessment	Online and Workplace Delivery and assessment	Online and Workplace Delivery and assessment
<b>Study Load</b>	Full-time or part-time	Full-time or part-time	Full-time or part-time
<b>Pricing</b>			
To understand the pricing, and whether you may be eligible for government funding, please visit the <a href="#">AFL SportsReady website</a> . <b>Note:</b> prices on our website are indicated and subject to change.			