



Pathways to Employment Program (PEP)

Business Administration

Course Description:

The Pathways to Employment Program (PEP) will develop your employability and language skills. It will give you an introduction to the Australian workplace and culture.

This course will provide you with the skills required for employment in general business administration operations. You will learn about Work Health and Safety, how to design and produce simple documents and use workplace technology. Work experience is included in this course.

Vocational units offered in the course:

- BSBTEC201 Use business software applications
- BSWWHS201 Contribute to health and safety of self and others

Possible career opportunities can include Administration Assistant, Receptionist and Data Entry Operator.

This course provides:

- 120 hours of English classes
- 40 hours of vocational training
- 40 hours of work experience

To be eligible for PEP, you must:

- be currently enrolled in AMEP or attended in the last 12 months
- have language skills to participate in a workplace
- be ready to work or go on to further studies
- be able to obtain a Working with Children Check and/or police check (when required)
- be fully vaccinated against COVID-19 (for some courses)

How to get involved:

Join our information session(s), talk to a Pathway Guidance Officer at your local TAFE NSW AMEP campus.

Contact the Pathways to Employment Team on **7920 3275**, email amep.pep@tafensw.edu.au

Visit <https://www.tafensw.edu.au/student-services/adult-migrant-english-program-amep/pep>

Location

TAFE NSW Ultimo
651-731 Harris St, Ultimo

Duration

10 weeks (full-time)
Tuesday, 30 April to Friday, 5 July
Week 1 to 8
Classroom based training
Week 9 to 10
Work placement

Study commitment

20 Hours, 4 days per week

Childcare

Free childcare is available for children younger than school-aged.

Applications close

Friday, 12 April 2024

Scan the QR code to register for the information sessions

