



# AMEP - 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 operations. You will learn to design and produce simple documents, use workplace technology and Work Health and Safety. Possible National Police Check costs up to \$80. Work experience is included in this course.

### 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 this course:

- currently enrolled in AMEP or attended in the last 12 months
- have language skills to participate in a workplace
- ready to work or go on to further studies
- must be able to obtain a Working with Children Check
- vaccinated against COVID-19 (required by some host employers)

### How to get involved:

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](mailto:amep.pep@tafensw.edu.au) or visit <https://www.tafensw.edu.au/student-services/adult-migrant-english-program-amep/pep>

### Location(s)

TAFE NSW Hornsby  
 205 Peats Ferry Rd, Hornsby

TAFE NSW Ultimo  
 651-731 Harris St, Ultimo

### Duration

10 weeks (full-time)  
 Tuesday, 4 February 2025 to Friday, 11 April 2025

### Week 1 to 8 - Classroom based training

Tuesday, 4 February to Friday, 28 March 2025

### Week 9 to 10 - Work placement

Monday, 31 March to Thursday, 10 April 2025

### Study commitment

20 Hours, 4 days per week

### Cost

Fee free<sup>^</sup>

### Childcare

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

### Applications close

Wednesday, 18 December 2024



**To register for an information session, please scan the QR code**