



# FREE to get into a career in Business Administration through the Koomba Birdal Program

## BSB30120 AC46 Certificate III Business Administration (Traineeship)

### Overview

This FREE course is for Aboriginal and Torres Strait Islander candidates looking to start a career in Business Administration. The Traineeship will run over 12 months, with students completing a minimum of 15 hrs per week in paid employment and 1 full day at North MetropolitanTAFE.

By completing the Certificate III in Business Administration you will gain the following skill

- Maintain business resources
- Organise workplace information and schedules
- Create Documents
- Engage in workplace communication

### Additional Training

- Health and wellbeing
- Managing your Money
- First Aid

### Fees

FREE

### Entry requirements

Indigenous candidates with a Minimum age 16 yrs of age by 1st February 2024

### Important dates

Information session	Wednesday 22 November 6pm - 7pm
Enrolment session	Thursday 14 December 9am - 3pm

### Location

North Metropolitan TAFE, Koolark Centre 30 Aberdeen st, Northbridge, Perth City

### Extra information

A Business Shirt, pants and shoes will be provided. You will have access to an Indigenous Mentor and Indigenous Career Advisors during and after the program.

### Expression of interest



To register your interest scan the QR code or visit [forms.office.com/r/5LWKV8XBAB](https://forms.office.com/r/5LWKV8XBAB) and fill in your details. Applications close Friday 1st December 2023 4pm.

### For further information

Email: [eae@nmtafe.wa.edu.au](mailto:eae@nmtafe.wa.edu.au)





<b>Building 1</b>	25 Aberdeen Street
<b>Building 2</b>	30 Aberdeen Street
<b>Building 3</b>	14 Aberdeen Street
<b>Building 4</b>	133 Newcastle Street
<b>Building 5</b>	12 Aberdeen Street
<b>Building 6</b>	19 Aberdeen Street
<b>Building 7</b>	27-29 Museum Street