



## Business Ready Skill Set (AE378) & Try-A-Skill (BSB20120)

### Course Outline

If you are interested in gaining some essential business skills in a short time, then this short course is for you.

It is a great steppingstone for secondary students who are interested in undertaking the BSB30120 Certificate III in Business or BSB30120-AC46 Certificate III in Business Administration.

This course provides you with the opportunity to demonstrate to potential employers that you have some highly sought after employability skills.

### Gain these skills:

- producing business documents
- using business technology
- organising electronic storage
- customer service
- customer relationships
- how to deal with feedback
- how to prioritise work tasks
- how to organise using digital tools
- workplace health and safety
- how to assist and respond to incidents
- hazard identification and risk control

### Course Overview

<b>Campus</b>	Armadale Campus		
<b>Day &amp; Duration</b>	Wednesday (1 day per week) for 20 weeks		
<b>Start date</b>	22 July 2026	<b>End date</b>	9 December 2026
<b>Class time</b>	8:30am to 2.15pm		
<b>Eligibility requirements</b>	Minimum C grade in English and Maths or OLN category 3 achieved - Yr 10 students to apply under Try-A-Skill - Yr 11 & 12 students to apply under Skill Set		
<b>Uniform and Supplies</b>	<ul style="list-style-type: none"> <li>• neat casual dress</li> <li>• personal stationery items are essential aids for your studies</li> <li>• basic items are: a USB storage device/thumb drive, paper and writing materials</li> </ul>		
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• skills and knowledge to complete office administration and clerical and reception work.</li> <li>• progression to a range of Certificate III courses including BSB30120 Certificate III in Business</li> </ul>		

## Units of competency:

National ID	Unit Title
BSBWHS211	Contribute to the health and safety of self and others
BSBOPS203	Deliver a service to customers
BSBPEF202	Plan and apply time management
BSBTEC201	Use business software applications

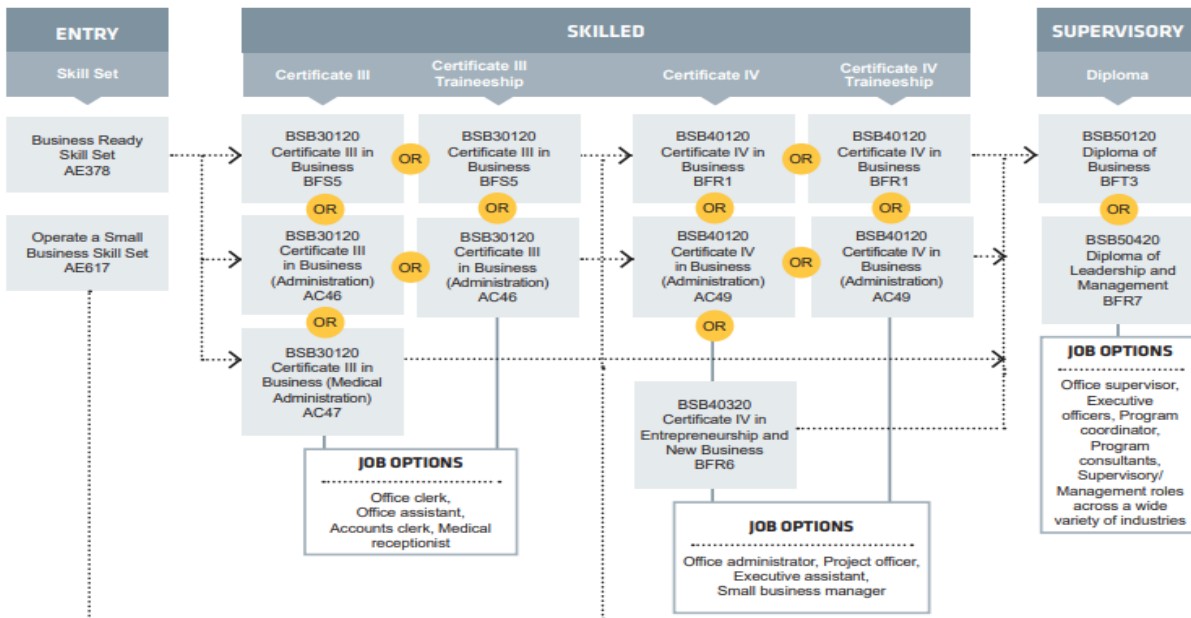
## How to apply:

Students interested in applying for this course can do so by completing the form on the link below:

[SMTAFE Semester 2 VETDSS Intake Application Form](#)

## Pathway opportunities:

### BUSINESS



#### NOTE:

Completion of Skill Set AE378 can enter any Certificate III qualification.  
Completion of any Certificate III or AE617 can enter any Certificate IV qualification.