



# Business Ready Skill Set (Fee Free)

State ID: AE149

## About this course

**Almost every business has an office — and there's no shortage of job opportunities here**

From administration work through to customer service, using business technology, dealing with accounts and finances through to digital marketing — you just need to be skills ready.

The Business Ready Skill Set will give you the skills and knowledge required to deliver all aspects of customer service including how to create a relationship with customers, identify their needs, deliver services or products and process customer feedback. You'll also learn how to use business technology and produce business documents, follow work health and safety (WHS) and emergency procedures and instructions, and use computer software and organise electronic information and data.

This skill set provides a pathway to further study in the following **Lower fees, local skills half-price course** fees qualifications.

- [Certificate IV in Business](#)
- [Certificate IV in Project Management Practice](#)
- [Certificate IV in Human Resources](#)



If you're aged 15–24 years (not at school), receiving the JobSeeker or JobKeeper payment, receiving Youth Allowance, AUSTUDY or ABSTUDY or holding a pensioner concession card, Health Care Card or a Repatriation Health Benefits Card issued by the Department of Veterans' Affairs, or a dependent of persons who are inmates of a custodial institution, you are eligible to enrol for free!



Some of the courses on the list can be done completely online. However some of the courses require a practical component which can't be done online, or some may be a mix of online and face-to-face learning. We'll let you know what's required for your course. For a full list of online courses, please use the filters under the *Refine course results* menu.



This skill set is related to the Skills Ready program. Other skill sets can be found on our [Courses](#) page, using the *Refine course results*>*Study mode* filters.

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey.

This may include online learning, face-to-face classroom, laboratory/workshop delivery, work placement or a combination of these, depending on which is most appropriate.

## Semester 2, 2020

### Perth (Northbridge) - Blended

 Duration: **8 Week/s**

 When: **Semester 2, 2020**

 How: **On campus  
Online**

## Further study

 [Certificate II in Business](#)

 [Certificate II in Community Services](#)

Other qualifications for further study include the following.

## Important information

**Due to high demand, Term 3 classes are full so applications will now be considered for Term 4**

### Term 3 - Blended - 8 weeks, starts 27 or 30 July

Delivery includes online learning and intensive workshops delivered in two x three day blocks.

**Block 1** - 10, 11 & 12 August 2020

**Block 2** - 24, 25 & 26 August 2020

### Term 3 - Online - self paced, starts 28 July

Delivery is self-paced with weekly Collaborate Ultra sessions

### Term 4 Delivery & Timetables

To be advised

## Fees and charges

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

### International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**