

Mid North Coast

Community
College Ltd.



SteppingUp - Business



SteppingUp - Business is a program for anyone moving into the workplace, wishing to get into a new field or back into study. **SteppingUp - Business** will give students skills for work in a small business or other office environment whilst supporting both learning, career planning and the development of work readiness skills.

Through the completion of the FSK20119 Certificate II in Skills for Work and Vocational Pathways, students will be offered the opportunity to follow a pathway to the completion of BSB30120 Certificate III in Business with credit transfers for those industry units already successfully completed in this program.

Limited Positions by application only.

Get Ready to Work in Business

Venue: Key Employment Training Room
14-18 Tozer St
WEST KEMPSEY

Each Friday 9:00am - 3:00pm

Starts 13 May - 16 December

Smart & Skilled concessions apply for eligible students



mnccc.edu.au

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This training is subsidised by the NSW Government

Mid North Coast Community College Ltd RTO4 5596

SteppingUp - Business Administration

FSK20119 Certificate II in Skills for Work and Vocational Pathways

FSKLRG011	Use routine strategies for work-related learning
FSKLRG009	Use strategies to respond to routine workplace problems
FSKLRG010	Use routine strategies for career planning
BSBPEF201	Support personal wellbeing in the workplace
FSKDIG003	Use digital technology for non-routine workplace tasks
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC201	Use business software applications
BSBOPS303	Organise schedules
BSBWRT311	Write simple documents
FSKWGT009	Write routine workplace texts
FSKOCM004	Use oral communication skills to participate in workplace meetings
FSKOCM007	Interact effectively with others at work
BSBOPS304	Deliver and monitor a service to customers
BSBINS202	Handle receipt and dispatch of information



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