

PATHWAYS INTO BUSINESS SERVICES

Looking for a career that offers variety and challenge? The Business Services Industry covers a broad range of interesting and exciting career options for small, medium and large enterprises including multinationals and franchises. It provides the core business skills and knowledge required for high performing workplaces, competitive advantage and business success.

Completions in Certificate IV, Diploma and Advanced Diploma in some qualifications can allow a person to enter various universities to gain graduate and post graduate qualifications.

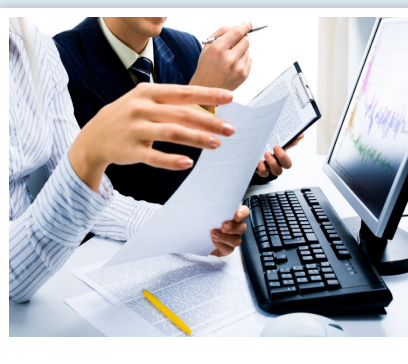


BUSINESS

Business includes a broad range of careers including purchasing, quality auditing, international trade and general business roles

CAREERS IN BUSINESS:

Data Entry Operator, Clerical Worker, Administration Assistant, Receptionist, Information Desk Clerk, Data Entry Operator, Word Processing operator, Project Officer, Executive Officer, Program Consultant, Program Coordinator, Senior Administrator, Senior Executive, Import/Export Clerk, Exporter, Importer, Export Customer Service Coordinator, Trade Co-ordinator, Export/Import Manager, Trade Manager, Quality Assurance Manager, Quality Facilitator, Quality and Improvement Consultant, Service Quality System Support Analyst, Purchasing Officer, Contract Manager, Purchasing Manager



BUSINESS ADMINISTRATION

Business administration encompasses a range of administration roles

CAREERS IN BUSINESS ADMINISTRATION:

Office Administration Assistant, Office Administrator, Junior Personal Assistant, Receptionist, Executive Assistant, Personal Assistant, Office Administrator, Administration Manager, General Office Manager



BUSINESS MANAGEMENT

Business Management roles occur in small and large organisations and can include franchising, team or senior management roles, governance and small business management

CAREERS IN BUSINESS MANAGEMENT:

Franchisee, Franchisor, Micro Business Operator, Independent Contractor, Small Business Manager, Consultancy/ Advisory Service, Unit Leader, Leading Hand, Team Leader Business Unit, Supervisor, Manager, Area Manager, Departmental Manager, Regional Manager, Executive Director, Board Member

WHAT DO YOU NEED TO WORK IN THE BUSINESS SERVICES INDUSTRY?

The Business Services Industry is professional and customer service driven.

To work in this industry you will need:

- Good communication skills
- Smart presentation and grooming
- Attention to detail
- Self motivational skills
- A commitment to customer service



CAREER INFORMATION ONLINE

Career Centre www.careercentre.dtwd.wa.gov.au

Department of Education, Employment and Workplace Relations www.deewr.gov.au/youth/

Job Guide www.jobguide.deewr.gov.au

Skills One www.skillsone.com.au

My Future www.myfuture.edu.au

ApprentiCentre www.trainingwa.wa.gov.au/apprenticentre

Skills Connect www.skillsconnect.gov.au

FAPSTC www.fapstc.org.au

Entry Level is usually at Certificate II or III, or at any level with Recognition of Prior Learning assessed on existing industry experience or qualifications.

BUSINESS QUALIFICATIONS

BSB10112	Certificate I	Business	
BSB20112	Certificate II	Business	Traineeship Available
BSB30112	Certificate III	Business	Traineeship Available
BSB30307	Certificate III	Micro Business Operations	
BSB30412	Certificate III	Business Administration	Traineeship Available
BSB30612	Certificate III	International Trade	
BSB40212	Certificate IV	Business	Traineeship Available
BSB40407	Certificate IV	Small Business Management	
BSB40507	Certificate IV	Business Administration	Traineeship Available
BSB40707	Certificate IV	Franchising	
BSB40812	Certificate IV	Frontline Management	Traineeship Available
BSB40907	Certificate IV	Governance	
BSB41107	Certificate IV	International Trade	
BSB41607	Certificate IV	Purchasing	
BSB41910	Certificate IV	Business (Governance)	
BSB50207	Diploma	Business	
BSB50407	Diploma	Business Administration	
BSB50507	Diploma	Franchising	
BSB50710	Diploma	Business (Governance)	
BSB50807	Diploma	International Business	
BSB51107	Diploma	Management	Traineeship Available
BSB51507	Diploma	Purchasing	
BSB51607	Diploma	Quality Auditing	
BSB60207	Adv Diploma	Business	
BSB60407	Adv Diploma	Management	

TRAINEESHIPS

Traineeships are a great way to kick start your career.

- They allow you to earn while you learn
- Offer you hands-on, practical on-the-job work experience
- At the end of the traineeship you gain a qualification that is recognised Australia wide
- Qualifications may make it easier to get into university to complete further studies

Traineeships are a formal agreement between the employer and the trainee to provide employment and quality training for the duration of the traineeship. For more information on traineeships contact the ApprentiCentre on 13 19 54.

WHERE CAN I GET MORE INFORMATION?

For more information on the Business Services industry, contact FAPSTC today.



www.fapstc.org.au

FINANCIAL ADMINISTRATIVE & PROFESSIONAL SERVICES TRAINING COUNCIL INCORPORATED

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