

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.

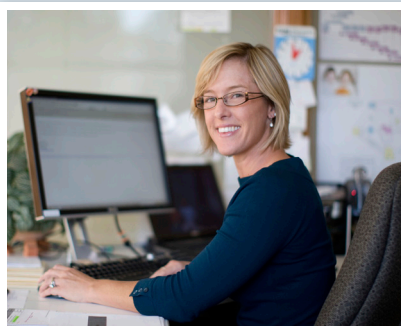


EDUCATION SERVICES

Education services covers the administration of educational services for local and international students

CAREERS IN EDUCATION SERVICES:

Student Services Officer, School Support Officer, Student Recruitment and Admissions Assistant, Education Programs Support Worker, Administration Officer, Accommodation Coordinator, Enrolment Coordinator, Admissions Coordinator



MEDICAL SERVICES

Medical services roles provide administrative support in medical contexts such as hospitals, doctors, dentist and specialist medical practices

CAREERS IN MEDICAL SERVICES:

Medical Receptionist, Medical Records Clerk, Medical Secretary, Medical Records Officer



LEGAL SERVICES

Legal Services roles provide support and services to lawyers, law courts and other businesses within the legal system

CAREERS IN LEGAL SERVICES:

Legal Receptionist, Legal Support Officer, Legal Assistant/Assistant Paralegal, Executive Assistant, Legal Services Support Officer, Paralegal, Senior Legal Secretary

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



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

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

BUSINESS QUALIFICATIONS

BSB30507	Certificate III	Business Administration (International education) (not available in WA)	
BSB30912	Certificate III	Business Administration (Education)	
BSB31012	Certificate III	Business Administration (Legal)	Traineeship Available
BSB31112	Certificate III	Business Administration (Medical)	Traineeship Available
BSB40110	Certificate IV	Legal Services	Traineeship Available
BSB50110	Diploma	Legal Services	

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.

