

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.



HUMAN RESOURCES

Human resources involves managing an organisation's people based assets and includes Human Resources, Industrial Relations and Learning and Development

CAREERS IN HUMAN RESOURCES:

Human Resources Officer, Payroll Officer, HR Assistant, Human Resources Advisor, HR and Change Manager, Senior HR Officer, Human Resources Manager, Union Organiser, Workplace Union Representative, Union Official, Learning and Development Consultant, Training Manager, Workforce Capability Development Leader, Workforce Planner, General Manager Human Resources, Manager Learning and Development

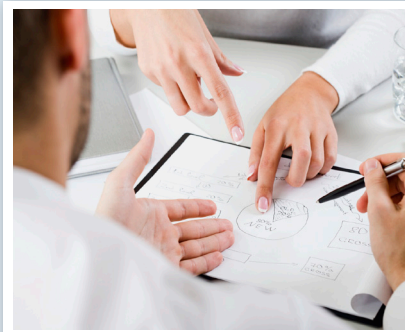


MARKETING

Marketing incorporates business sales, advertising and marketing

CAREERS IN ADVERTISING AND MARKETING:

Copy Writer/Art Director, Media Assistant, Account Coordinator, Media Assistant, Media Buyer, Media Planner, Account Manager, Advertising Account Manager, Creative Director, Advertising Manager, Account Planner, Account Director, Account Planning Manager, Client Services Manager, Sales Agent/ Representative, Business Sales Team Leader, Sales Account Assistant, Marketing Coordinator, Direct Marketing Assistant, Public Relations Assistant, Market Research Assistant, Marketing Team Leader, Product Manager, Public Relations Manager, Marketing Director, Marketing Strategist, Marketing Manager



PROJECT MANAGEMENT

Project Management involves managing projects from inception through to completion, including planning, budgets, people and logistics

CAREERS IN PROJECT MANAGEMENT:

Project Management Coordinator, Project Team Member, Project Administrator, Program Administrator, Project Leader, Project Management Facilitator, Project/Program Administrator, Branch/Section Leader, Project Management, Project Manager

Entry Level is usually to Certificate II or 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

BSB40107	Certificate IV	Advertising	
BSB40610	Certificate IV	Business sales	
BSB41013	Certificate IV	Human Resources	Traineeship Available
BSB41307	Certificate IV	Marketing	Traineeship Available
BSB41507	Certificate IV	Project Management	
BSB41807	Certificate IV	Unionism and Industrial Relations	
BSB50107	Diploma	Advertising	
BSB50613	Diploma	Human Resources Management	
BSB51207	Diploma	Marketing	
BSB51407	Diploma	Project Management	
BSB51807	Diploma	Unionism and Industrial Relations	
BSB60110	Adv Diploma	Advertising	
BSB60507	Adv Diploma	Marketing	
BSB60707	Adv Diploma	Project Management	
BSB60907	Adv Diploma	Management (Human Resource)	

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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