

ENTRY LEVEL ADMINISTRATION

Occupations in Western Australia

2017

JANUARY TO JUNE

WHO ARE THE EMPLOYERS?

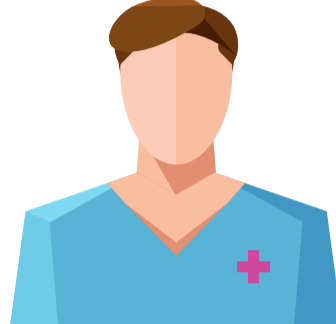
TOP Five Employing Industries



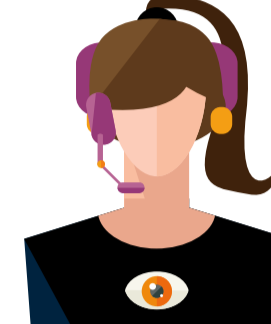
45%
Administrative & Support Services



7%
Public Administration & Safety



6%
Health Care & Social Assistance

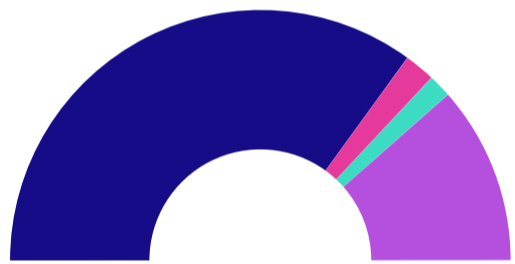


6%
Information Media & Telecommunications



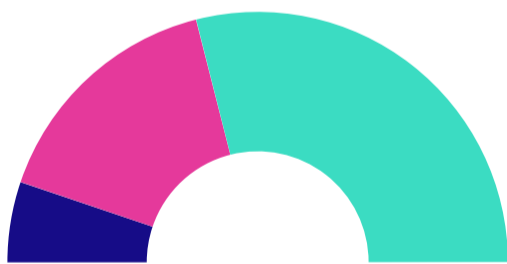
5%
Education & Training

TYPE of Employer



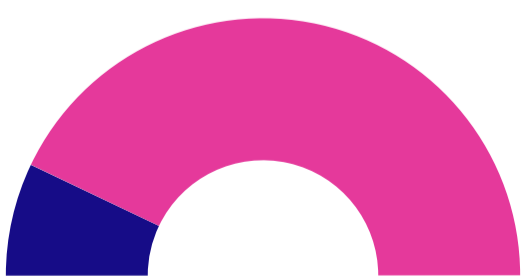
● Private ● State Government
● Local Government ● Group Training Scheme

SIZE of Employer



● Small (<20 employees) ● Medium (20-199)
● Large (200+)

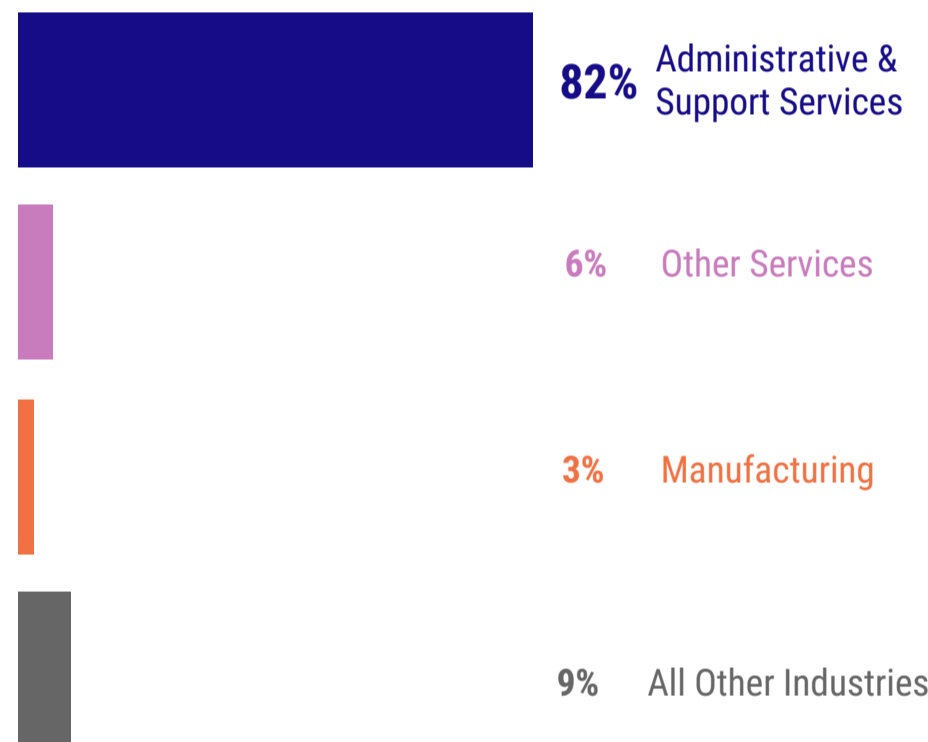
EXISTING or New Worker



● Existing ● Non-existing (new)

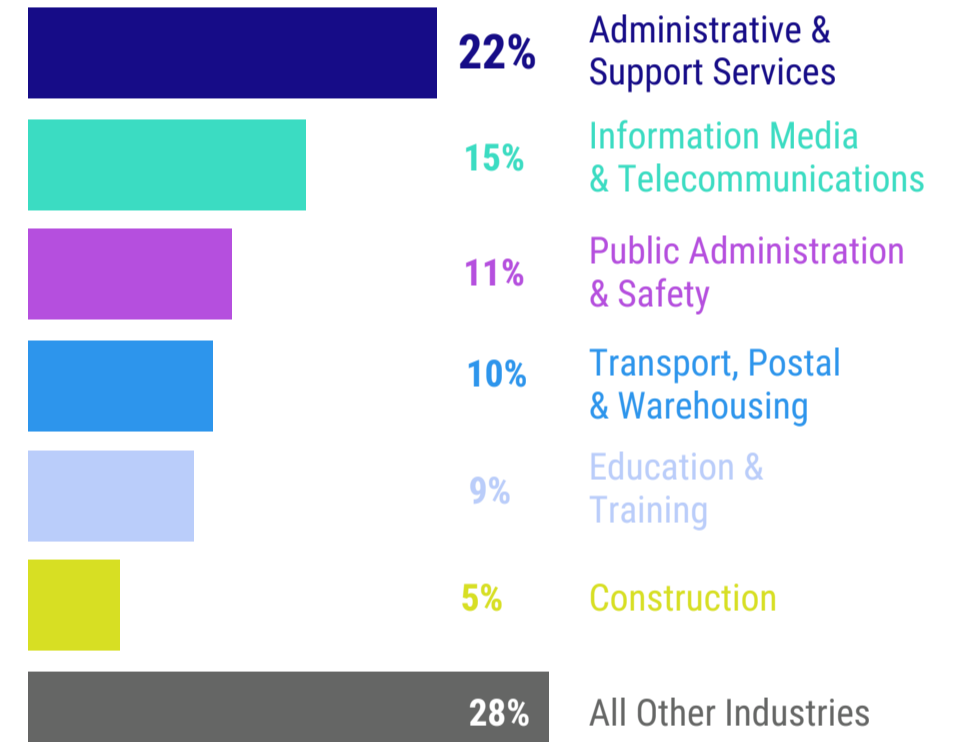
Entry level administration traineeships are found across almost ALL industries

Certificate II in Business



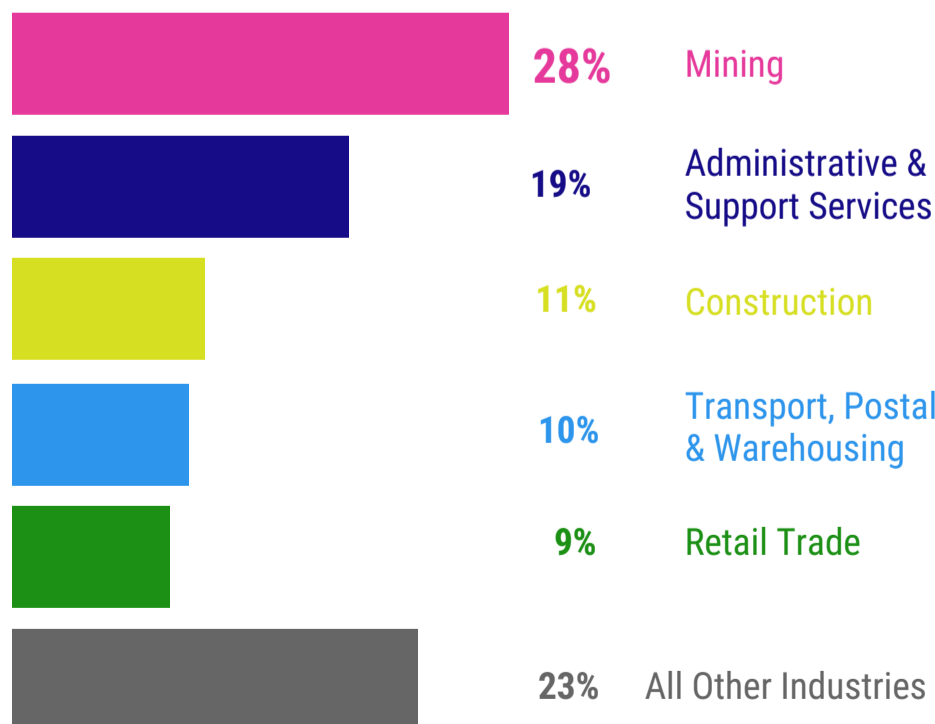
80% with group training schemes
64% with large employers
97% new workers

Certificate III in Business



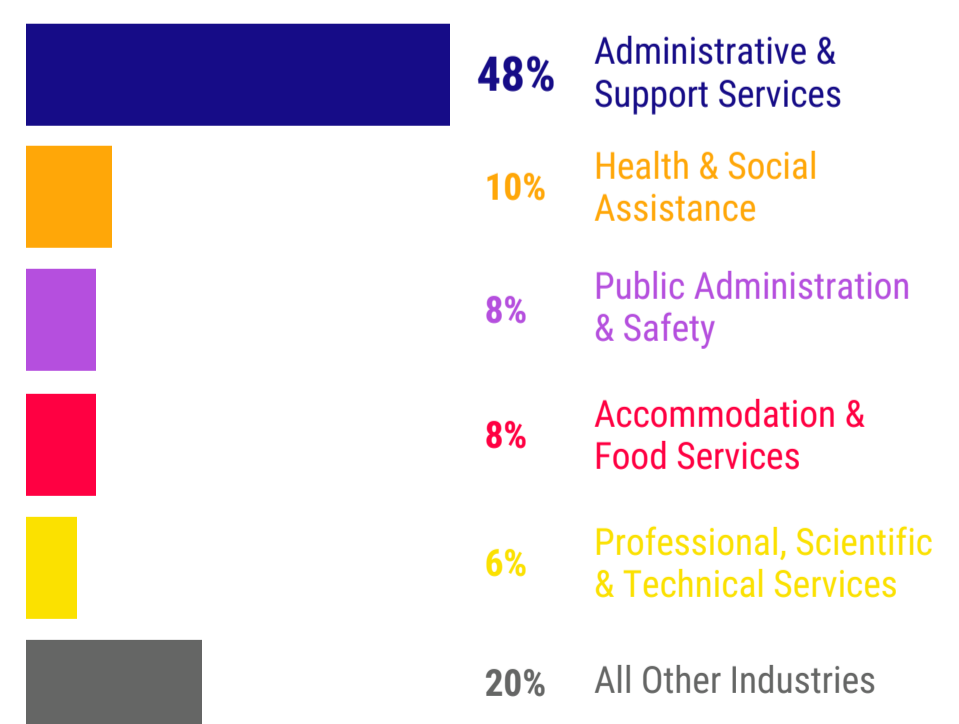
72% with private employers
41% with large employers
75% new workers

Certificate III in Business Administration



77% with private employers
51% with large employers
89% new workers

Certificate III in Customer Engagement



98% with private employers
67% with large employers
86% new workers