



Business Ready Skill Set

State ID: AE137

About this course

Be business ready!

Almost every business has an office — and there's no shortage of job opportunities here! From administration work through to customer service, using business technology, dealing with accounts and finances through to digital marketing — you just need to be skills ready!

The *Business Ready* skill set will give you the skills and knowledge required to deliver all aspects of customer service including how to create a relationship with customers, identify their needs, deliver services or products and process customer feedback. You'll also learn how to use business technology and produce business documents, follow work health and safety (WHS) and emergency procedures and instructions, and use computer software and organise electronic information and data.

If you meet the **fee free eligibility criteria** for this course, please enrol in the **Business Ready Skill Set (Fee Free)**.



Overview

This is a targeted skill set related to the [Skills Ready](#) program, which is aimed at rebuilding our local businesses and communities with free and reduced-price training.

Semester 2, 2020

Study pathway

 [Certificate IV in Business](#)

 [Certificate IV in Project Management Practice](#)

 [Certificate IV in Human Resources](#)

This skill set provides a pathway to a number of nationally recognised qualifications, some of which are half price under the [Lower fees, local skills initiative](#). Find out more by clicking the courses below.