South Australia - Employment Pathway

Business Essentials

- BSBITU306 Design and produce business documents
- BSBWOR301 Organise personal work priorities and development

General business skills are in demand in all organisations. Develop practical skills for employment in general administration and support roles through MADEC’s ‘Business Essentials’ program. You will learn how to organise and prioritise your workload, plan, draft and review documents and produce quality business documents.

Fee: $450
3 Full Days

VET in schools
10 x 2 hour sessions
SACE Credits: 10
SACE Stage: 1 OR 2

Business optional extra unit

- BSBINN301 Promote innovation in a team environment

Provides individuals the skills to play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.

Fee: $200
1 Full Day

VET in schools
3 x 2 hour sessions
SACE Credits: PLUS 10
SACE Stage: 1 OR 2

For more information & to enrol contact MADEC

T: 1300 436 332 E: education@madec.edu.au W: madec.edu.au