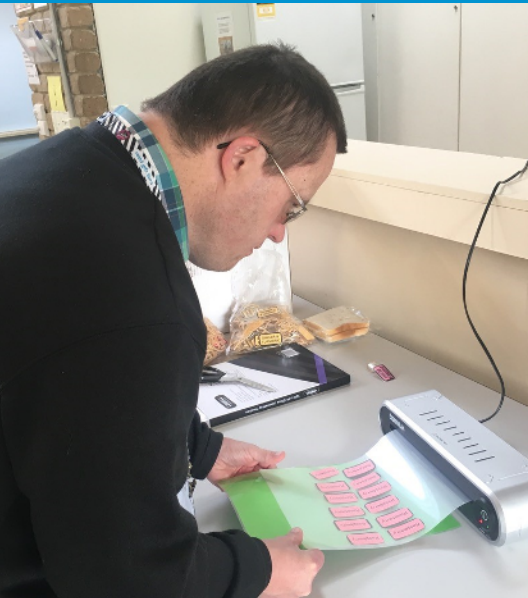


# WORKING IN ADMINISTRATION



This course is designed to provide students with the opportunity to learn specific task skills related to working in an Administration role as well as generic employability skills.

Delivery of the course will be workplace based learning, giving the students the opportunity to apply the knowledge and skills they have learned in a real work situation.

**LOCATION** Seaford and South East Suburbs  
**DATES** Mondays: 13 January 2020 until 21 December 2020

**VENUE** MiLife-Victoria Frankston Learning Centre  
Suite 1, Level 1, 108-120 Young Street, Frankston,  
and travel to local businesses together.

**TIME** 9:00am - 4:00pm

**COST** \$65.00 Concession fee if proof of Health Care Card/  
Pension Card provided, this includes material fees. If you are not  
eligible for concession your fees will be discussed upon enrolment.  
Adult Community and Further Education (ACFE) funded, GST  
exempt.

## REQUIREMENTS

Students will require a Myki Card to travel to and from the workplace on public transport. Students must have foundation literacy skills.