



WORKING IN ADMINISTRATION

Overview

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

Location

Local Business

Days and Times

Monday - 9am - 4pm

Venue

Meet at MiLife-Victoria - Frankston Suite 1, Level 1, 108-120 Young Street, Frankston and travel to local business.

Duration

12 months

Cost

\$72 concession fee if proof of Health Care Card / Pension Card provided, this includes materials fees. If you are not eligible for concession your fees will be discussed upon enrolment. ACFE funded, GST exempt.

Resources

Myki Card for public transport. Foundation literacy skills.