

# Start a business services traineeship

and one day you could be working in:

- Customer engagement services roles
- Human resource management
- A legal or medical services business

There are many streams in the Cert III in Business you can follow to achieve success — legal, medical, administrative and education.

Visit the Training Services NSW website for more details on the specific traineeships available.

## Finish a Certificate III in Business

Complete a one-year traineeship

**Result** — in 12 months or less you are qualified to work in many different business related-fields

## Finish a Diploma in Business

You can do that part-time while you earn money

**Result** — you are ready to work in human resources, project management or even international business amongst others

## Pursue your career in business now



# Yes, I want to be a business services professional

Great! Check out the subjects the business services industry recommends to get you started.

## Years 9 and 10

### Mandatory subjects:

- English
- Geography or History
- Mathematics (STEM pathway or STEM advanced pathway)
- Personal Development, Health and Physical Education (PDHPE)
- Science

### Plus two (2) electives:

Now that you have decided on a business services traineeship you should consider the following subjects as one or more of your electives if they are taught in your school.

- Commerce
- Information and Software Technology
- Work Education

## Years 11 and 12

### Mandatory subjects:

- English or English Studies

### Plus electives:

Consider choosing a Business Services Industry Curriculum framework (ICF) course that will count towards your HSC. ICF programs have a work experience component that can help build your network while you are still studying.

- Business Services (120 indicative hours) — 2 units; 35hrs work experience
- Business Services (240 indicative hours) — 4 units; 70hrs work experience
- Business Services Specialisation Study (60 indicative hours)  
— 1 unit; no additional hours of work experience
- Business Services Extension (120 indicative hours)  
— 2 units, 35hrs work experience

These courses provide a pathway to and significant credit towards the following Business Services Training Package qualifications — Certificates II and III in Business and Certificate III in Business Administration. Note: by choosing the specialisations or extension options you can complete the Cert III in Business or Business Administration.

