



Start your career with a business traineeship and qualification!

Certificate III in Business - BSB30120

Are you thinking about a business traineeship or have you just been recently employed as a new team member that would benefit from on-the-job training?

MP Training and Recruitment specialise in one-on-one training for business traineeships. A business traineeship can assist in developing a range of business and administration skills to assist in reception, customer service, clerical and administrative roles.

The qualification includes units covering:

- Organisation
- Teamwork
- Effective Communication
- Computer skills
- Writing a range of Business Documents
- Customer Service
- Workplace Health and Safety.

Units can be selected to suit your individual workplace needs.

RPL: Recognition of Prior Learning also available.

VIC – If eligible, this training is delivered with Victorian & Commonwealth Government funding.
NSW – This training is subsidised by the NSW Government, check here for available subsidies smartandskilled.nsw.gov.au/ or call 1300 772 104.
MP encourages individuals with disabilities to access government subsidised training.
Julie Reid Management Pty Ltd trading as MP Training and Recruitment – RTO ID: 91454

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