

Business Ready Skill Set

ASPIRE PERFORMANCE TRAINING IS NOW OFFERING THE BUSINESS READY SKILL SET.

The Business Ready skill set will give you the skills and knowledge required to use business technology and produce business documents, follow work health and safety (WHS) and emergency procedures and instructions, use computer software, and organise electronic information and data. It also covers customer service skills; including how to create a relationship with customers, identify their needs, deliver services or products and process customer feedback.

This skill set is 100% fee-free for eligible students! Full details here:

<https://www.jobsandskills.wa.gov.au/skillsready>

Students are required to complete 4 units of competency. There are no pre-requisites or co-requisites for this skill set.

The units of competency that make up this skill set are listed below:

National Code	National Title
BSBWHS211	Contribute to health and safety of self and others
BSBOPS203	Deliver a service to customers
BSBPEF202	Plan and apply time management
BSBTEC201	Use business software applications

*The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.

It is highly recommended that participants also view www.training.gov.au for detailed information on training packaging arrangements.

INVESTMENT

Ae378 Business Ready Skill Set	
Full Fee Cost	\$680 Free in 2023

NEXT STEPS

For any questions or communication regarding enrolments:

- **Phone:** (08) 6460 0965
- **Email:** enrolments@aspirept.com.au