



## Coming Up In

### TRAINING for YOUNG PEOPLE

#### Certificate II in Business – BSB20107



**Would you like to work in the business industry?** – Are you aged 15- 25years and are interested in any of the following jobs?

- ✓ **Administration Assistant**
- ✓ **Clerical Worker**
- ✓ **Data Entry Person**
- ✓ **Office Junior**
- ✓ **Receptionist**

If **yes**, then call us to get started on your qualification that will assist you in preparing for the business service workforce.

**START DATE:** Tuesday February 16th, 2010 (Duration 10 weeks)  
**FINISH DATE:** Thursday April 22 2010

**DAYS:** Tuesday, Wednesday, Thursday  
**TIMES: -** 9.00- 4.30 (Including homework 25 hours per week)

**WHERE:** WAYS Youth Services Training Centre, Tiffany Plaza,  
422 Oxford Street Bondi Junction

**FEE:** \$750 (no GST) (Fees must be paid prior to commencement of training)  
(ask if you are eligible for fees assistance at Centrelink, WAYS or your JSA)

**Enrolment help:** Tuesday, Wednesday, Thursday, February 9, 10, 11th 2010

**EXTRA SERVICES ONSITE:** GP & Sexual Health clinic, Legal Help, Breakfast & Study Room & Personal Career assistance, Optometrist

**For Enrolment, Advice and Assistance**  
**Ph WAYS on 93889455**

1. Call in and see the staff at WAYS@The Junction to help you Ph 93889455
2. Download the enrolment form from the website complete and email to [training@ways.org.au](mailto:training@ways.org.au)
3. Discuss your needs with your employment consultant at a Job Services Australia provider and get them to help you complete the forms.
4. REFUND POLICY please read the student handbook carefully