

Business Services

Why study Business Services?

As part of your HSC you can choose to study a VET Course. The business services industry provides clerical and administrative support to commerce, industry, government and the professions. Skills gained in this industry transfer to other occupations. Your course allows you do 2 weeks of workplacement.

Whilst on Workplacement You Can

- ✓ Answer phones
- ✓ Create and update documents
- ✓ Perform receptionist duties
- ✓ Use photocopiers and printers
- ✓ Stationery inventory
- ✓ Copy, scan and email
- ✓ Do Data entry
- ✓ File hard copies and electronic filing

Work Placements and School-based Apprenticeships & Traineeships are excellent opportunities for students to gain valuable experience in workplaces while still at school.



For more information speak to your school's VET Coordinator