

# Administration and Financial Services

## AMEP Pathways to Work Program

Providing you with some of the skills required for employment in administration and the financial services industry. This course includes work experience.

**Contact us today for more information**

**[navitas-english.com.au/slpet](http://navitas-english.com.au/slpet)**



# Administration and Financial Services Course

## Who is this course for?

AMEP eligible students who:

- have at least 1 AMEP hour remaining from their 510 hour entitlement
- are CSWE 3 (but have not received CSWE Certificate III) or high CSWE 2
- want to work in an office environment or continue to study
- are ready to work

## What will this course cover?

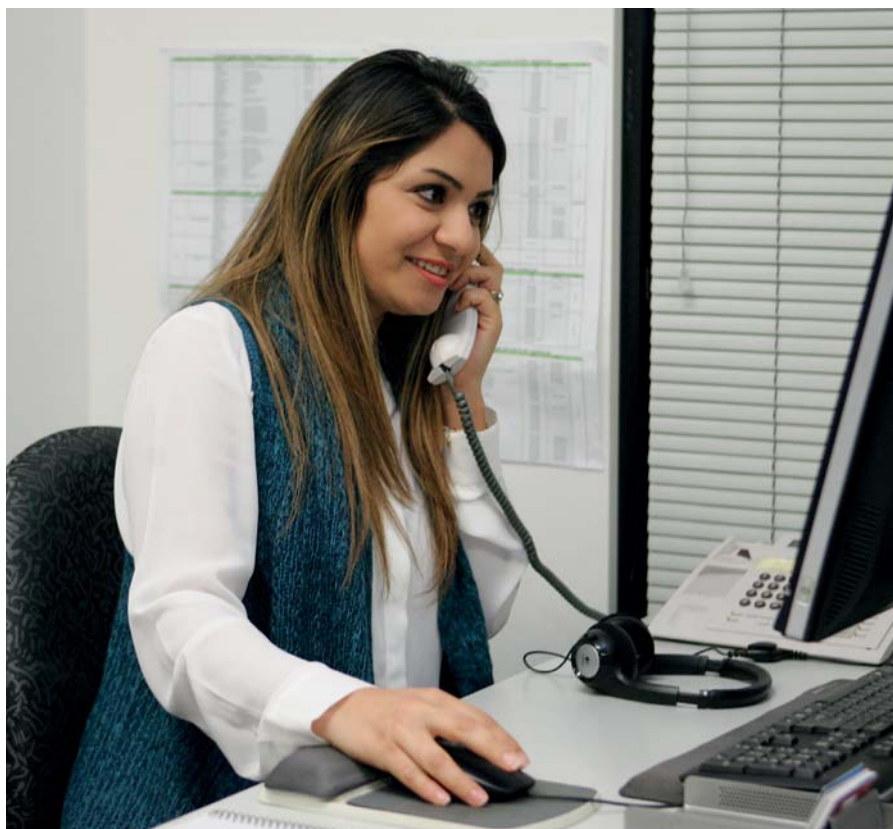
- Communication skills for working in an office
- Developing skills to work in administration and the financial services industry
- Employability skills
- Understanding Australian workplace culture
- Work experience in administration or finance
- Individual mentoring on career pathways
- Assistance with finding work or further study
- Job seeking skills such as tailoring a resume and interview preparation

## Is childcare available?

Childcare is available for children under 5 years old (at no cost).

## What are the benefits of this course?

- Gain local experience
- Acquire local referees
- Build your network of local contacts
- Improve your English
- Learn how to look for work
- Employment coaching to help you perform at your best in job interviews



## This course will include:

Units of competency from Certificate III in Financial Services (FNS30115):

- FNSASIC301 Establish client relationships and analyse needs
- FNSASIC302 Develop, present and negotiate client solutions

Accredited units awarded by TAFE NSW - Sydney Institute. RTO Number 90003.



## More information

Check our course information sheet for course start dates and locations. For all enquiries or to check your eligibility please contact the Employment Pathways Unit (see contact details below) or speak to reception at a Navitas English College.

**FREE\*** for AMEP eligible students - up to 200 extra AMEP hours

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[navitas-english.com.au/slpet](http://navitas-english.com.au/slpet)

## Navitas English

Employment Pathways Unit

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