



Ginninderry Training + Employment Initiative



Business Services Program

SPARK Ginninderry and Canberra Institute of Technology proudly support training and employment initiatives for local people.

SPARK in partnership with the Canberra Institute of Technology (RTO Code: 0101) is delivering an innovative accredited training program focusing on skills development for a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

Targeting people living within the Canberra community, this program will provide participants with:

- A Certificate II in Workplace Skills (BSB20120) upon successful completion
- Provide industry specific training within the business administration sector which includes Microsoft Office (Word, Excel PowerPoint and Outlook), digital literacy, communication, workplace health and safety and time management
- Additional workshops that focus on resumes, job applications and interview techniques
- Support on completion of the program to connect with further education, training and employment pathways

Commencing Tuesday 15 March 2022, this 10 week program will run 4 days per week (Tues-Fri, 26 hours per week) and be a combination of theory and practical hands on learning.

The information session will provide individuals with advice on eligibility criteria, program content and the commitment that is required to be selected as a participant on this program.

“If you’ve been out of the workforce for whatever reason... sometimes you need a bit of nurturing and you certainly get it with the SPARK program” Deb McDermott – 2019 Participant

ENROLMENT SESSION

When
Wednesday 2 March 2022
11am – 12:30pm

It is mandatory that all individuals seeking to be on the program attend this session.

This is a two-part session broken into:

1. An information presentation followed by;
2. A selection session for eligible individuals.

To book a place and check your eligibility, please contact Shayla at Ginninderry on 1800 316 900 or spark@ginninderry.com

Where
CIT Tuggeranong

Mock Court Room, 205 Anketell Street Greenway

Costs

This program was made possible through an ACT Government funding initiative. Project eligibility and subsidy criteria apply – if these are met, there will be no cost to participants.



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