



## SUMMARY

Course Type :	Full-time traineeship
Qualification Type :	Certificate III in Business Administration
Duration :	Approximately 12 - 18 months

### What does a Business Administration trainee do?

A business administration traineeship is designed to provide you with essential administration and communication skills to work in a professional office environment. You will learn to manage resources and information, deal with customers, produce business documents and manage accounts and financial information.

AGA offers both Business and Business Administration traineeships, both of which usually take 18 months to complete. As these qualifications are competency based, you can sometimes complete them earlier if you get through the training in a shorter space of time.

All of the training in these qualifications is delivered in the workplace, and most of our trainees will be placed with one host employer, so it is just like having a regular job, except that you are earning a nationally recognised qualification along the way.

Similar traineeships are also available through AGA in :

- **Certificate III in Business**
- **Certificate III in Financial Services**
- **Certificate III in Information Technology**

AGA has traineeships available year round, and you are encouraged to apply at any time. Our trainees can expect to work in a range of businesses such as legal and accounting firms, government, transport companies, schools, universities and service providers.

## Your qualification

All AGA traineeships are nationally recognised qualifications which are valid in every state of Australia. Your training will usually be delivered by an AGA workplace instructor, who will visit you in the workplace for training sessions or arrange for you to complete learning units online. You will always have access to AGA training staff for support and to ask questions.

Your traineeship is completed as soon as you have successfully completed all of the units of competency in your course.

## Entry requirements for an apprenticeship with AGA

There are no formal entry requirements however good results in English and Maths are desirable.

In addition, AGA recruiters will be looking for :

- Strong communication skills and enthusiasm to learn
- Previous relevant work experience
- A professional attitude and approach to work

## How to apply

AGA will advertise traineeships on our website ([www.agaaustralia.com.au](http://www.agaaustralia.com.au)) and on Seek ([www.seek.com.au](http://www.seek.com.au)) at certain periods, when they become available. Generally a position is advertised when a host employer requests a trainee, however **you are welcome to apply at any time throughout the year.**

If a position is not immediately available, then we will retain your application for at least 3 months and will call you if you are selected for an interview when a position opens up.

## APPLICATION PROCESS

1. Check the AGA website ([www.agaaustralia.com.au](http://www.agaaustralia.com.au)) for available positions. You can still apply even if positions are not currently being filled.
2. Fill out the online application form and submit with your resume, school results and any supporting documentation requested. Provide as much relevant detail as you can.
3. AGA will be in touch to advise if you have been successful in gaining an interview

Further information about the interview and application process is available on our website or by calling our recruitment office on 1300 AGA 000. Good luck with your application!