



Business Administration Program



ENROLMENT SESSION

When

Wednesday 16th September 2020
10:30am – 12 noon

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 Ashleigh at Ginninderry on **1800 316 900** or ashleigh@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 limited costs to participants.

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) are delivering an innovative accredited training program focusing on skills development, work experience, and potential employment within the business administration sector.

This program will:

- Provide participants with a Certificate II in Business (BSB20115) upon successful completion
- Provide industry specific training within the business administration sector through simulated work environments and community projects
- Provide participants with pathways to work experience and volunteering opportunities
- Provide potential employment pathway opportunities, including traineeships

Commencing Tuesday 13th October, this 9 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. Individuals from across the Capital Region are encouraged to apply.

"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