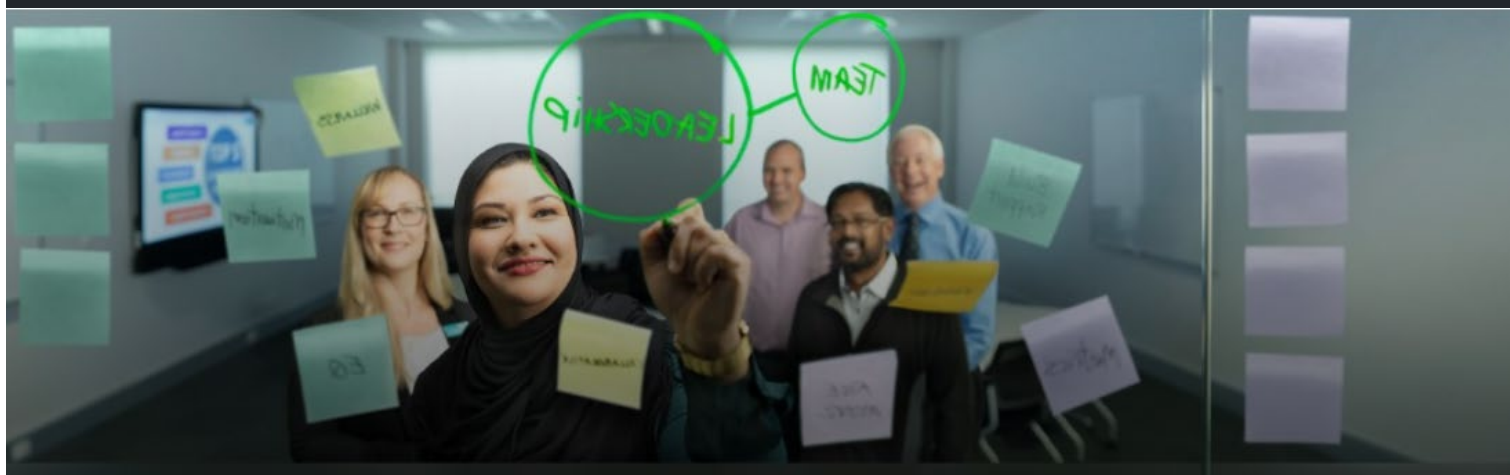




AMEP - Pathways to Employment Program (PEP)

Business Administration

Course Description:

The Pathways to Employment Program (PEP) will develop your employability and language skills. It will give you an introduction to the Australian workplace and culture.

This course will provide you with the skills required for employment in general business operations. You will learn to design and produce simple documents, use workplace technology and Work Health and Safety. Possible National Police Check costs up to \$80. Work experience is included in this course.

Vocational units offered in the course:

- BSBTEC201 Use business software applications
- BSWWHS201 Contribute to health and safety of self and others

Possible career opportunities can include Administration Assistant, Receptionist and Data Entry Operator.

This course provides:

- 120 hours of English classes
- 40 hours of vocational training
- 40 hours of work experience

To be eligible for this course:

- currently enrolled in AMEP or attended in the last 12 months
- have language skills to participate in a workplace
- ready to work or go on to further studies
- must be able to obtain a Working with Children Check

How to get involved:

- Talk to a Pathway Guidance Officer at your local TAFE NSW AMEP campus
- Contact the Pathways to Employment Team on 7920 3275, email amep.pep@tafensw.edu.au
- Visit <https://www.tafensw.edu.au/programs/pathways-to-employment>

Location(s)

- TAFE NSW Hornsby 205, Peats Ferry Rd, Hornsby
- TAFE NSW Ultimo – 651 -731, Harris St, Ultimo

Duration

9 weeks - Monday, 2 February to Thursday, 2 April 2026

Week 1 to 7 - Classroom based training

Monday, 2 February to Thursday, 19 March 2026

Week 8 to 9 - Work placement & Graduation

Monday, 23 March to Thursday, 2 April 2026

Study commitment

Full-time

Cost

Fee free[^]

Childcare

Free childcare is available for children younger than school-aged.

Applications close

Friday, 5 December 2025

Information sessions (Online)

Session 1 - 1.30 pm, Wednesday, 12 November 2025

Session 2 - 1.30 pm, Thursday, 20 November 2025

To register for an
information session,
please scan the QR
code

