



# AMEP - Pathways to Employment Program (PEP)

## Business Administration

### Course description:

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

This course will provide you with the skills required to gain employment in general business operations. You will learn to design and produce simple documents, use workplace technology and to work within Work Health and Safety guidelines. It is possible you will have to undergo a National Police Check, the cost of which is 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, you must:

- not have achieved vocational English
- be currently enrolled in AMEP, or attended in the last 12 months
- have language skills to participate in a workplace
- be ready to work or go on to further studies
- 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](mailto:amep.pep@tafensw.edu.au)
- Visit [tafensw.edu.au/programs/pathways-to-employment](http://tafensw.edu.au/programs/pathways-to-employment)

### Location

TAFE NSW Ultimo  
 651-731 Harris Street, Ultimo,  
 NSW 2007

### Duration

10 weeks – Monday, 20 July to Friday, 25 September 2026

### Week 1 to 8 – Classroom-based training

Monday, 20 July to Friday, 11 September 2026

### Week 9 to 10 – Work placement and graduation

Monday, 14 September to Friday, 25 September 2026

### Study commitment

Full-time

### Cost

Fee free\*

### Childcare

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

### Applications close


Friday, 26 June 2026

### Information sessions (Online)

- Session 1 - 1.30 pm, Wednesday, 20 May 2026
- Session 2 - 1.30 pm, Thursday, 28 May 2026

To register for an information session, scan the QR code



 7920 3275

 [amep.pep@tafensw.edu.au](mailto:amep.pep@tafensw.edu.au)