



AMEP - Pathways to Employment Program (PEP)

Business Administration

Course description:

The Pathways to Employment Program (PEP) will develop your employability and language skills and give you an introduction to the Australian workplace and 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
- be able to obtain a police check when required

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, or email amep.pep@tafensw.edu.au
- Visit tafensw.edu.au/programs/pathways-to-employment

Location

TAFE NSW Hornsby, 205 Peat Ferry Road, Hornsby NSW 2077

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

Duration

10 weeks – Monday, 1 February to Friday, 9 April 2027

Week 1 to 8 – Classroom-based training

Monday, 1 February to Thursday, 25 March 2027

Week 9 to 10 – Work placement and graduation

Tuesday, 30 March to Friday, 9 April 2027

Study commitment

Full-time

Cost

Fee free*

Childcare

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

Applications close

Friday, 4 December 2026

Information sessions

Campus information session

TAFE NSW Hornsby

Building A, Ground Floor
04/205 Peats Ferry Rd, Hornsby NSW 2077
1.30 pm, Tuesday, 3 November 2026

TAFE NSW Ultimo

Building D, 7th Floor, Rm D.7.10
651-731 Harris St, Ultimo NSW 2007
1.30 pm, Tuesday, 10 November 2026

General Information Session (Online)

1.30 pm, Wednesday, 11 November 2026

To register for an information session, scan the QR code



7920 3275

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