



Workplace Skills Level 2



Achieve NCEA Level 2 and gain Business Administration and Computing skills

The Workplace Skills course is designed to give you the confidence to communicate and work with others while you gain the valuable business administration and computer skills required to work in a wide range of workplaces.

Learn about:

- Producing digital images for workplace use
- Using office equipment to complete administration tasks
- Workplace communication
- Working with others to produce publications

NZ Certificate in Foundation Skills Level 2 | NCEA Level 2

**Fees
Free**

Spaces Available, Apply Now!

Call us: **0800 002 159**

Visit us at: **www.employnz.co.nz**



EmployNZ provides a supportive learning environment which inspires our students to achieve their educational and employment goals.

What our students love about us:

- Our practical learning environment
- Small classes and individual attention
- Great support and encouragement from tutors
- Real skills gained
- Meeting people and making friends

Enrol in our Workplace Skills to:

- Complete the New Zealand Certificate in Foundation Skills (Level 2)
- Gain valuable administration skills
- Learn computing skills while working as a team and problem solving
- Learn to produce electronic documents
- Operate various applications used in most workplaces
- Gain NCEA Level 2 if you already hold NCEA Level 1

Choose EmployNZ because we:

- Are a Category One Private Training Establishment
- Are focused on providing work ready skills and qualifications
- Help our graduates find employment

Location:

- Tauranga CBD Campus
94 Second Ave, Tauranga

For more information: www.employnz.co.nz

Call us: **0800 002 159** • Find us on Facebook!

NZQA
CATEGORY
ONE

EmployNZ
Training for Employment

“Te Taumata Oranga.
We Change Lives.”