



Business SERVICES

CAN YOU PROVIDE A WORK PLACEMENT EXPERIENCE FOR STUDENTS IN YEAR 11 & 12 TO HELP THEM COMPLETE THEIR HSC?

Students are completing a Certificate II in Business Services and need real-world experience in the following:

- Copying, scanning & filing documents
- Data entry & updating documents
- Answering phones & emails
- Research & reporting
- Updating websites & social media
- General administration duties

Students are committed to 35 hours over one full-time week and when they undertake their placement with your company is completely up to YOU!

There's no charge to host a student and they are covered by all relevant insurances.



WANT TO KNOW MORE? GET IN TOUCH TODAY!

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