

Kirstie Upton, Certificate III in Business Administration

What qualification did you receive from your traineeship?

When I first started my traineeship, I completed a Certificate III in Business Administration, and then had the opportunity to complete whatever certificate I wanted to do next. I chose Business Sales, as that was the area that I wanted to move into.

What industry did you complete your traineeship in?

I undertook my traineeship in the residential construction industry, an area where I never even thought twice about working in. Ever. But I loved every minute of it, almost.

Why did you choose to do the traineeship you did?

I chose to do the traineeship, as I had dropped out of my nursing course at university, and didn't have a clue what I actually wanted to do with my working life. So I chose a career that was broad, but had many career opportunities.

What did you do on a day-to-day basis?

My job while undertaking the traineeship was a receptionist. So I undertook general duties such as: answering phones, responding appropriately to mail and emails, whether replying myself or forwarding to someone more appropriate, meeting clients and directing them to the correct office, and filing.

I also had the responsibility of preparing site supervisors to take new jobs to site (organising to start building a new home). This included getting building permits, land subdivision information and plans for the build and copying, filing and stowing these in the correct hard and computer files.

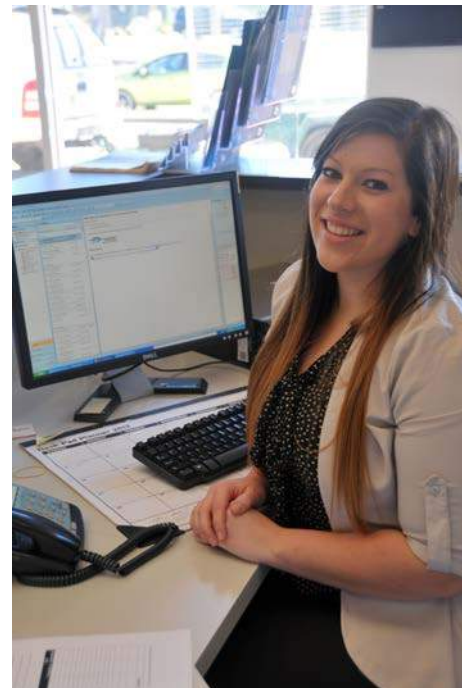
What were the great things about your traineeship?

Some of the greatest things about doing my traineeship, was discovering what I wanted to do with my life- design the perfect home for every client wanting to build. I discovered that doing a traineeship is satisfying, in that you are learning so much, in theory and practically. I found that doing a traineeship didn't mean that I was lowering my standards, or that I was dumb. In fact, doing a traineeship revealed just how smart I was, it's just that as a student, I learn best practically, by doing the task instead of reading about the task. I performed well in school and thought that meant I was 'supposed' to go to university, but in fact, doing a traineeship was the perfect education for me.

What were the not so great things?

The not so great things about doing a traineeship, let's be honest; the money. Depending on your employer, it can vary, but you won't be getting as much as your colleagues. You have the same feelings that you do in any job, you don't always have a good day, you don't always want to go to work, and you don't always agree with everything that occurs in your workplace. But here's news people! This is the working world, not everything is perfectly designed just for you.

But this is what makes it so great. You learn in the working world, so you learn your job in theory, but you also learn how to perform it and deal with it in the real world. You get to face all of the real issues and bumps in the road that come with every career while you are still learning. Which means, you're allowed to make mistakes. It's all part of the learning.



What are you currently doing now you have completed your traineeship?

Once I completed my traineeship, I managed to score myself a promotion within the company I was already working in. I was promoted to Sales Associate, which was my motivation to study business sales, while still doing my traineeship.

Now, however, I have left the construction industry. I am hoping to get a job in mental health, in the area of patient and staff assistance. Because of the area of my traineeship, it is broad enough to allow me to work in administration type roles in almost every profession that you can think of. Medicine, building, education, law, corporate, consumer, and the list goes on.

So, I definitely recommend doing a traineeship. It allows you practical education, in broad areas if you chose a subject such as business or the like. It enables you to discover job roles and different industries that you may never have thought about, or that you never thought you could work in due to school exam scores.

Plus, employers will favour an applicant that has completed a Certificate III in Business via a traineeship as opposed to completing it at Tafe any day.