



TRAINEESHIPS
Investing in a better future

A photograph of a young woman with blonde hair and a young man with dark hair, both smiling and looking towards the camera. They are in an office environment with a computer monitor and keyboard visible in the background. The woman is wearing a dark blazer over a white shirt, and the man is wearing a light-colored button-down shirt.

RTA traineeships

Business (administration)
Certificate III

“My co-workers have helped with my training and I plan to use the skills I have learnt to further my career in the public sector.”

Manneh McClintock | Business (administration) trainee

A traineeship with the RTA is your **springboard to a successful career**

Business (administration)

As a business administration trainee at the RTA, you will develop a variety of skills in a corporate environment.

You will have the opportunity to develop your computer skills by maintaining business documents, spreadsheets and databases, participate in meetings and functions, and form professional networks with RTA employees state-wide.

Over a 12 month period, you will receive on-the-job training, as well as face-to-face learning with the ongoing support of your supervisor, manager and colleagues. This will ensure you develop the all-round competencies required for the Certificate III in Business.

For more information and how to apply

Visit the RTA website www.rta.nsw.gov.au
or email trainees@rta.nsw.gov.au

