

School Based Traineeship



Business Administration

Business Administration applies to a range of administrative roles in varied contexts where you must develop some discretion and judgement and may provide technical advice and support to a team. Trainees initially work as assistant office administrators or junior personal assistants but may also specialise in international education, education, legal or medical where varied support roles exist.

Outcome on completion of your HSC

- Certificate III in Business Administration qualification BSB30415 in BSB Business Services Training Package.
- A career path into the Business Services and related sectors.
- Articulation into a Traineeship in Certificate IV in Business Administration BSB40515.

Course delivery

- On the job and off the job and can be delivered face-to-face, flexibly or mixed mode.
- The SBT term is calculated in months from the date of commencement to 31 December of the HSC year.

Commitment required

- Undertake a minimum of 100 days in paid employment and training.
- Undertake Certificate III in Business Administration.
- The employment and training can be undertaken during school time, after school and during school holidays.

How will you be assessed?

- Both on the job and off the job through written tests, project work and practical exercises.

Course	ATAR eligibility	HSC unit credit
Business Administration – Certificate III	Yes	Minimum of 5 units over two years towards your HSC for the formal training component (VET course).
Industry-based Learning course (optional)	No	This optional course recognises the significant work component involved in the school based apprenticeship. The course offers an additional 4 units credit towards your HSC. This HSC VET course does not contribute towards the calculation of the ATAR.



For further information about how to sign up to this school based traineeship please speak with your Careers Adviser or visit our Internet site at www.education.nsw.gov.au/sbat