

**School Based
Traineeship**



Business Administration – Medical

This traineeship provides you with the opportunity to work in various medical administration contexts where you will learn to exercise discretion and judgement using appropriate knowledge to provide technical advice and support to an administration team. Job roles include medical receptionist or medical administration support.

Outcome on completion of your HSC

- Certificate III in Business Administration (Medical) BSB31115 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 Business Administration (Medical) as part of your HSC.
- 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 – Medical	No	4 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