

School Based Traineeship



Business – Certificate III

Trainees may undertake roles across different industry sectors and will require some discretion, judgment and relevant theoretical knowledge and the provision of technical advice and support to a team. **You can undertake a specialisation in** Business Administration, Customer Engagement or Medical Administration. Tasks may include producing spreadsheets, designing and producing business documents, producing desktop published documents, recommending products and services, purchasing goods and services and writing simple documents.

Outcome on completion of your HSC

- Certificate III in Business qualification BSB30120 from BSB Business Services Training Package.
- A career path into the Business Services and related sectors.
- Articulation into a Traineeship in Certificate IV in BSB Business Services Training Package.

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 Services 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
Certificate III in Business	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