

A.G.A	BUSINESS
Contact	Jo Mikhael M: 0408 404 605
Certificate Name	Business Certificate II
Certificate Code	BSB20115
SBAT duration (months)	9 months
Course Nominal hours (total)	340 hours
RTO number	3829
Training Provider Name	AGA- High street, Northcote
Cost for student (Training)	No Fee (eligibility rules apply)
Off-Site Training Address	AGA Skills Centre Northcote
Day / Start Class time	Training Friday OR Wednesday 9:30 AM in Northcote
Finish Class time	3:30 PM
Average time required to do independent study	65 hours (approximately)
Employer Name	AGA
Host Employer Location?	AGA will secure a Host employer for the entirety of the program
Payment - Year 11	\$89.78 per day on the job.
Payment - Year 12	\$99.05 per day on the job.
Commencement date	Students commence in Feb 2020
Work Days: Hours at work	Flexible (except for day in which they are in training)
Completion date	Students complete in Oct 2020
Public Transport	Yes
Typical task 1 on worksite	Answer to clients queries in a professional manner.
Typical task 2 on worksite	Cleaning and tidying office environment, filing, scanning, printing, archiving and other duties as directed by supervisor
Typical task 3 on work site	Produce basic documents
Application process (Include important dates or ref to attached flyer)	Apply via web link: Student to submit professional application which includes a cover letter and resume. After we have received student applications we will conduct an information session inviting students, parents and teachers. If students are still keen to pursue an SBAT post info session we will conduct interviews.
Student Requirements / Eligibility	Students interested in Business Administration
Pathway Options	Full-time Traineeship