



School Based Traineeship

Certificate III in Business (BSB30120)

About the course

This course will provide a sound knowledge and skill base for your business and administration career. You will gain a broad range of skills which may include using computer applications, customer service, business documentation and human resources.

Possible job titles could be:

- Accounts payable and receivable clerk
- Data entry operator
- Junior personal assistance
- Receptionist
- Office administrator
- Word processing operator
- Administration assistant

Course Fees

The fees applicable are for the duration of the program. All resources, materials and indemnity fees are included in this cost.

For details of fees, please see our website:

<https://integritybusinesscollege.com/>

This course can be delivered with Victorian and Commonwealth Government funding.

Prerequisites and pathways for the qualification

There are no entry requirements for this qualification but learners are subjected to a pre-training review to confirm suitability.

Business Stream

This course includes general administrative skills such as word processing, spreadsheets, publishing and problem solving skills used in an office environment.

- **BSBWHS311** – Assist with Maintaining Workplace Safety
- **BSBPEF301** – Organise Personal Work Priorities
- **BSBCRT311** – Apply Critical Thinking Skills in a Team Environment
- **BSBSUS211** – Participate in Sustainable Work Practices
- **BSBTEC301** – Design and Produce Business Documents
- **BSBXCM301** – Engage in Workplace Communication
- **BSBPEF201** – Support Personal Wellbeing in the Workplace
- **BSBTWK301** – Use Inclusive Work Practices
- **BSBTEC302** – Design and Produce Spreadsheets
- **BSBWRT311** – Write Simple Documents
- **BSBXTW301** – Work in a Team
- **BSBOPS304** – Deliver and Monitor a Service to Customers
- **BSBTEC303** – Create Electronic Presentations

Integrity Business College Australasia Pty Ltd (RTO # 21739)

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What is a school-based traineeship (SBAT)?

A school-based apprenticeship or traineeship (SBAT) arrangement combines part-time work, structured training with a registered training organisation and school studies.

SBAT is available to high school students in Years 10-12 and enables them to gain a nationally recognised qualification and combine their school study with paid employment, as well as the opportunity to gain valuable work skills and increase future employment options.

A SBAT may give students credit towards their Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).

Why should schools and employers support this program?

Integrity Business College assists young Australians to have a head start on their careers by being a School Based Trainee while still completing their secondary school education.

Students gain the following:

- Valuable employment skills
- Hands-on industry experience
- Paid work-placement
- Contribution towards the students VCE or VCAL
- Successful completion of a nationally recognised qualification (Certificate III in Business BSB30120)

Course structure

Integrity Business College is SBAT Certificate III in Business through our online virtual platform, Microsoft Teams. Classes will be run weekly for three hours on the below days and times, however if interest increases, other times will be available:

- **Wednesday AM (9:30 – 12:30) / PM (1.00 – 4.00)**
- **Friday AM (9:30 – 12:30) / PM (1.00 – 4.00)**

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