

School Based Traineeship



Workplace Skills – Certificate II

Trainees work in a variety of junior administrative positions performing a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, generally working under direct supervision. At the Certificate II level jobs involve routine business tasks using basic practical skills. Tasks may include processing and maintaining workplace information, handling mail, producing simple word processed documents, creating and using spreadsheets, using business technology and maintaining daily financial/business records.

Outcome on completion of your HSC

- Certificate II in Workplace Skills BSB20120 from BSB Business Services Training Package. This is a career path into the Business Services and related sectors.
- Articulation into a Traineeship in Certificate III Business BSB30120

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 II in Workplace Skills 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 II Business	No	Maximum of 3 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