

JobSmart

"The Training Specialists"

SUPERVISING REGISTERED TRAINING ORGANISATION (SRTO) - RTO NUMBER 0822

BSB20107 BUSINESS LEVEL II CERTIFICATE USER CHOICE TRAINEESHIP – SCHOOL-BASED ONLY

JobSmart is registered with the Training and Employment Board to deliver training statewide for *BSB20107 Certificate II in Business*.

School students may now qualify for User Choice School-based Traineeships as a direct result of a Commonwealth Government incentive (DEEWR) of up to \$2000 (payable to your employer) and a State Government training contribution (DETA) of up to \$1957 (payable to the SRTO by DETA).

*****Limited places are available*****

(Please note: Applicants with a level III qualification or higher may not be eligible for the Commonwealth employer incentive. JobSmart is not responsible for determining eligibility.)

This is **nationally recognised training** and more importantly, a new improved approach to **flexible workplace learning**.

In conjunction with Australian Apprenticeship Centres, we will provide training information and support to you and your staff, for the duration of the training program.

Fee Structure (GST-free)	Fee
Commonwealth Incentive Payment (payable after 3months from commencement)	\$2000
Training Fee (Tuition Fee #) <i>(Please note: This fee is a contract requirement for the student to contribute to the training costs. However, there is no tuition fee for school-based traineeships.)</i>	\$Nil
Balance (Your Organisation Retains)	\$2000



Once the traineeship has been registered with the Department of Education, Training and the Arts (DETA), we will be in contact to organise the development of the training plan and commence **training, generally within five working days.**

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THE OVERALL FEATURES and BENEFITS for YOUR ORGANISATION are:

- **Creates a training budget and culture of continuous learning.**
- **Up to two years (for part-time) to complete training** *(Note: This is competency-based training as no longer time based e.g. a 12 month traineeship can be completed in 6 months if all parties are in agreement, once minimum employment time has lapsed).*
- **Flexible training arrangements, with Recognition for Prior Learning, Fast-tracking and Credit Transfer** *(ask us anytime for further details).*
- **Training done at your work premises, school and/or home. We recommend a minimum of 2 hours per week, supported by at least monthly workplace visits.** *(Additional training hours and visits may be required to ensure satisfactory progress or to complete as soon as possible after minimum employment of 48 days has lapsed.)*
- **Available for school students employed as casuals for a minimum of 48 days per year, where their school timetable is adjusted to allow for at least one day per week.** *(Additional work time can be negotiated.)*
- **Provides a standard to get to know a potential future team member and lift productivity.**
- **Access to language, literacy and numeracy assistance (refer DETA) is available on request** *(ask us anytime for further details).*
- **Access to counselling, mediation and dispute resolution support services (refer DETA) (ask us anytime for further details).**

IN CO-OPERATION WITH YOUR ORGANISATION WE DEVELOP AND DELIVER THE TRAINING

Attached is a List of Competencies.

Customer survey reports on our performance by DETA rated JobSmart as “exceeding the benchmark for quality and outcomes achieved”. We pride ourselves in our prompt and efficient service and our team looks forward to achieving a successful outcome for both you and staff.

If you would like to find out more about how we can assist you with regards to your staff training needs in these areas please phone us for more details. These incentives may also be available for members of your family who are new employees in your business. Ask us for details.

**NO MORE LOSING YOUR STAFF TO DO THE TRAINING COURSE!
TRAINING IS CONDUCTED ON SITE.**

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BSB20107 Certificate II in Business

12 UNITS MUST BE COMPLETED: 1 Core unit and 11 Elective units

Core Unit

BSBOHS201A	Participate in OHS processes
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Elective Units: Select eleven from the list below.

Optional electives: Four of the eleven units may be selected from BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 2 of the 4 units may be selected from either a Certificate I or a Certificate III qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. (For more details, about each unit and elective options; go to: www.ntis.gov.au)

Computer Skills

BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBWOR204A	Use business technology

Work Skills

BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBWOR202A	Organise and complete daily work activities
BSBWOR203A	Work effectively with others

Finance/Innovation/Sustainability

FNSICGEN305A	Maintain daily financial/business records
BSBINN201A	Contribute to workplace innovation
BSBSUS201A	Participate in environmentally sustainable work practices

Communication/Customer Service

BSBCUS201A	Deliver a service to customers
BSBCMM201A	Communicate in the workplace

For an explanation of terms and how your training will progress, please refer to JobSmart's Training and Assessment Guide Notes.

(For more details, about each unit and other elective options; go to: www.ntis.gov.au)

(Prior to your final selection of any elective units outside the list below, please contact JobSmart)

(Note: JobSmart is unable to deliver any level V units)

WANT TO NOW MORE CONTACT US NOW!

For general traineeship information, got to: www.apprenticeshipinfo.qld.gov.au