

## DURATION

The time taken to complete this course will depend on the course structure and the learners ability and commitment to study.

We would generally recommend that a traineeship be completed within 12 months, however some trainee's may complete before that time.

## RECOGNITION OF PRIOR LEARNING

Trainee's with existing skills and experience may be eligible for recognition of prior learning (RPL). All trainee's will have the opportunity to apply for RPL as a part of our enrolment process. RPL can significantly reduce completion times for this qualification.



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# BSB30110 Certificate III in Business Traineeship Program



## Who would benefit from this traineeship?

- New staff who have been employed in roles including receptionist, office clerk or other entry level administrative roles
- Existing staff who are taking on additional administrative duties, or who are not already formally qualified in Business.

## Course Content

**This qualification consists of twelve (12) units of competency comprising of one (1) compulsory unit and eleven (11) elective units.**

Work Savvy Training consultants will work with the employer and trainee to put together the most appropriate combination of units to best suit the employment role of the trainee.

A qualification will be tailored to the needs of the trainee and their employer. We can specialise the qualification in a variety of ways, some examples include:

- Receptionist role
- Customer Service role
- Accounts role
- Call Centre role
- Record Keeping role

Talk to a Work Savvy Training consultant to get more information on how we can tailor a training plan to your trainee.

See attached documentation for a full list of possible electives for this qualification.

## Course Structure

Traineeships can be delivered in a variety of formats, and we can tailor a structure for each business.

Suggested course structures include:

- On-the-job training with onsite support
- Mixture of classroom based training and on-the job training
- Distance training with on-the-job support

See attached documentation for detailed examples of suggested course structure.

## Financial Incentives

Approved traineeships generate generous financial incentives through the Australian Apprenticeship program. Some of the financial incentives available include:

- A standard **Commencement Incentive of \$1500** per trainee
- A standard **Completion Incentive of \$2500** per trainee (**in total \$4000**)
- Training award pay rates (if required)
- Exemption or rebates from payroll tax (where applicable)
- extra incentives to assist in the employment of under-represented groups such as Mature Age, School-based and Indigenous Australians and apprentices or trainees with disability

## Fees and costs

### New Entrant Traineeships

Standard enrolment fee of \$414. Exemptions and concessions may apply. Additional training costs are funded by DET NSW.

### Existing Worker Traineeships

Work Savvy Training's standard is more than covered by the \$4000 in financial incentives received through the Australian Apprenticeship program.

Our pricing is structure for Existing Worker Traineeships is dependent on the number of trainees and the units of competency selected. Call us for more information on our pricing structure.