

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.



Work Savvy Pty Ltd
NTIS ID 91778

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BSB40207 Certificate IV in Business Traineeship Program



Who would benefit from this traineeship?

- New staff who have been employed in roles that require them to provide skilled business services
- Existing staff who are not already formally qualified in Business or those who are taking on roles involving more skilled Business service functions.

Course Content

This qualification consists of ten (10) units of competency comprising of one (1) compulsory units and nine (9) 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:

- Business development or sales staff
- Skilled administrative staff
- Book-keeping or accounts roles
- Customer Services staff
- Personal or Executive Assistant
- Call Centre Staff

See attached documentation for a list of some of the 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

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 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