

KIC Business Cert II School Based Traineeship

Overview

The KIC Business School Based Traineeship is an initiative of the Kwinana Industries Council. Students are enrolled full time at Gilmore College in a Business Services Pathway.

During Year 11 students are placed with host employers from the local community as well as with KIC members for Workplace Learning.

During Year 12 students are signed up as School Based Trainee's and spend 1 day per week at a host employer.

SMYL Community Services is the employer and will cover the trainee for insurance and arrange monitoring visits to ensure the trainee and host have the support required. Students are paid a training wage when signed up as School Based Trainee's in Year 12.

Pathway

All students enrolled will complete a Certificate II in Business Services.

Students will also complete the following courses as part of the Business Services Pathway:

- English
- Maths
- Business Management and Enterprise
- Accounting and Finance
- Career and Enterprise
- Work Place Learning

Certificate II in Business (this Certificate will change for 2014 to BSB20112 – UofC's to be confirmed)

BSB20107

Code	Competency Name
BSBOHS201A	Participate in OHS processes
BSBCMM201A	Communicate in the workplace
BSBITU202A	Create and use spreadsheets
BSBCUS201B	Deliver a service to customers
BSBINM201A	Contribute to workplace innovation
BSBITU203A	Communicate Electronically
FNSICGEN305B	Maintain daily financial/business records
BSBWOR202A	Organize and complete daily work activities
BSBINM201A	Process and maintain workplace information
BSBITU201A	Produce simple word processed documents
BSBWOR204A	Use business technology
BSBIND201A	Work effectively in a business environment

Host Employers Role

Host employers are asked to;

- Provide On-The-Job training in accordance with the Units of Competency mapped out in the Training Plan Outline.
- Supervise, mentor and provide constructive feedback for Trainee's.
- Assist with monitoring reports, sign weekly timesheets and signing off Units competency.

Costs

Trainees are paid in accordance with the conditions of the National Training Wage. SMYL cover the costs of the trainee, there is no cost to the host employer.

Opportunities

It is expected that most students who successfully complete the KIC Business School Based Traineeship will obtain employment in one of the following areas:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist.

Entry Requirements

Students wishing to be considered for the KIC Business School Based Traineeship must have the following qualities and achievements:

- Enthusiasm for working in business administration
- Parental support
- Personal presentation
- Punctuality, reliability and honesty
- Satisfactory completion of English and Mathematics.

Completion

Students will complete the School Based Traineeship with a Certificate II in Business Services and WACE.



Business Certificate II- 2014 Delivery

Employability Skills Summary

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• communicating verbally with clients and colleagues• drafting routine correspondence that meets the organisational standards of style, format and accuracy
Teamwork	<ul style="list-style-type: none">• working in a team environment to promote team commitment and cooperation
Problem-solving	<ul style="list-style-type: none">• choosing appropriate methods for communication and transferring information• dealing with client enquiries and complaints
Initiative and enterprise	<ul style="list-style-type: none">• raising occupational health and safety issues with designated personnel
Planning and organising	<ul style="list-style-type: none">• planning and organising own work schedule for the day• planning the layout of simple documents using appropriate software
Self-management	<ul style="list-style-type: none">• dealing sensitively with client needs and cultural, family and individual differences• obtaining feedback on work performance and identifying opportunities for improvement
Learning	<ul style="list-style-type: none">• encouraging, acknowledging and acting on constructive feedback from team members• using manuals, training booklets and online help to overcome difficulties
Technology	<ul style="list-style-type: none">• selecting, maintaining and using business technology appropriate to the task