

School Based Traineeship in Cert II Business Services

Funded by the Elsa Dixon Aboriginal Employment Grant

Who can apply? Year 10 students of Aboriginal and Torres Strait Islander descent.

Job role – Provide administrative support in a primary school office. Tasks may include sorting and handling mail, producing word documents, creating and using spreadsheets and data entry.

The successful applicant will:

- Have an interest in working in an administrative environment
- Have good communication and organisational skills
- Commit to complete Years 11 and 12
- Be aware of their responsibilities as an employee of the Department of Education including confidentiality and work place conduct

SBAT Requirements & Outcomes

- Complete 100 days of paid work in a host primary school starting Term 4, Year 10
- Attend training in Certificate II Business, delivered by your school or RTO
- Gain 4 units of credit towards their HSC (this is an ATAR course)
- On successful completion, receive their HSC, a nationally recognised qualification in Certificate II in Business (BSB20115) and a Certificate of Proficiency

How to Apply

- ✓ Talk to your Careers Advisor or Aboriginal Student Liaison Officer to discuss your interest in applying
- ✓ Complete an Application Form available from your Careers Advisor
- ✓ If you are selected, you will be required to attend an interview
- ✓ Applications close: Friday 31st July 2020 (Week 2, Term 3)

For more information contact your Careers Advisor