

Business Work Skills Traineeship

- Kick start your career with an 18-week **PAID** Work Skills Traineeship in Business.
- Complete a **BSB10115 Certificate I in Business** and learn office admin skills on-the-job.
- Develop the **skills** and **confidence** you need to achieve long-term employment success.
- We will help you plan your individual **career** and take the next step.



WHAT

As a Work Skills Trainee you will **earn up to \$635.10 per week** (National Training Wage Schedule*), complete a nationally accredited qualification (**BSB10115 Certificate I in Business**) and develop the skills and confidence you need to enter the workforce. Employed and paid by **Acacia Ridge & Districts Community Centre**, you will be working in a local supportive community organisation on a diverse range of office admin projects.

**The weekly training wage may vary depending on individual trainees' circumstance.*

WHEN & WHERE

- 18-week traineeship, **from 12th March 2017 to 13th July 2018**
- **Full-time**, 5 days/week, approximately 8.30 am - 5.00 pm
- Training and support at Acacia Ridge & Districts Community Centre
- Work placement at local community organisations
- **Eligibility criteria** apply (please see next page)

HOW

Places are limited. To apply, please call **Tim Early on 0423 069 240** or email your resume to: TimE@belong.org.au

Applications close on
Friday 16th February 2018.

For any questions about these traineeships, please call **Tim Early** to discuss.



This Skilling Queenslanders for Work project is proudly funded and supported by the Queensland Government.

Accredited training

The **BSB10115 Certificate I in Business** consists of the following six units of competency.

Unit code	Unit title
BSBWHS201	Contribute to health and safety of self and others
BSBIND201	Work effectively in a business environment
BSBITU101	Operate a personal computer
BSBITU102	Develop keyboard skills
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets

Trainees will be enrolled in training with Help Training Institute. BUSY at Work will administer the training contract.

Work placement

Trainees will be on work placement with a locally-based community organisation 4 to 5 days/week. They will learn new skills in a real and supportive work environment and complete a variety of office admin tasks on-the-job.

The Business Work Skills Traineeship is ideal for career starters and other new entrants to the labour market, such as recent school leavers, new migrants (including from refugee and humanitarian backgrounds) and people wanting to return to work after a significant period of absence from employment.

Support program

Our tailored learner support program will assist trainees throughout the program, to develop their confidence and overall job readiness, and help them look and apply for ongoing employment. Support program topics include:

- Australian workplace culture
- Employability skills
- Work/life balance
- Communication in the workplace
- Workers' rights and responsibilities
- How to look for work
- Job application support
- Interview practice

Eligibility criteria

The Business Work Skills Traineeship program is funded under the Queensland Government's *Skilling Queenslanders for Work* initiative. To be eligible for a position as a trainee in this program, you must be:

- a Queensland resident;
- aged 15 years or older;
- an Australian citizen, or an Australian permanent resident (including a humanitarian entrant), or a temporary resident with the necessary visa and work permits on a pathway to permanent residency, or a New Zealand citizen.

The Business Work Skills Traineeship primarily targets individuals who are:

- ineligible for Australian Government employment services or assistance (e.g., from Jobactive or Disability Employment Services providers); or
- require complementary services because they have significant barriers to learning and employment; or
- have accessed Australian Government services (e.g., through Centrelink and/or Jobactive or DES providers) for more than twelve months and remain unemployed.

If you have any questions about your program eligibility, please contact Raelee at the Acacia Ridge & Districts Community Centre on 0423 069 240 or email: TimE@belong.org.au

