



School Based Traineeship Opportunity

An exciting opportunity currently exists for a Traineeship with Far West Community Legal Centre. The successful candidate will;

- Undertake a minimum of 100 days of paid employment with Far West Community Legal Centre
- Undertake a Certificate III in Business Administration
- Be enrolled in year 11 in 2019 and successfully complete their HSC in 2020

As a School Based Trainee with Far West Community Legal Centre you will work and learn in an exciting environment providing invaluable support by assisting the Senior Administration Team.

Far West Community Legal Centre helps the community with advice on Domestic/Family Violence, Family, Civil & Consumer Law and Traffic Offences plus many more areas of law.

Studying business administration is about getting solid skills in a wide range of areas. This course is perfect for those who want to gain employment in an office or business.

Your duties will include;

Reception duties / Customer service, keyboard and computer functions, assisting with client appointments, Data entry and much more.

To successfully gain an interview for this position and become a part of our dynamic team, you will;

- Provide a cover letter outlining your skills and commitment to undertaking a SBAT Traineeship with Far West Community Legal Centre.
- Address the selection criteria as set out below.
- Provide the contact details of at least 2 referees who will speak about your commitment and attitude to undertaking new challenges.
- Provide a copy of your resume.

Selection criteria

- Must have completed Year 10 School Certificate.
- Good computer skills with knowledge of Microsoft Word, Excel and Outlook.
- Have good communication skills with a pleasant telephone manner.
- Possess good English both written and verbal.
- Be prepared to learn new procedures and office systems.
- Must be trustworthy and reliable.

For more details on this exciting opportunity contact Stacey on **08 8088 2020**

Applications are to be submitted in person or emailed to:

reception@farwestclc.org.au

Stacey Jackson - Moroney
Far West Community Legal Centre
304 Oxide Street
Broken Hill, NSW, 2880

Applications close 4pm Friday 2nd November 2018

Business Administration

School Based Traineeship



The Business Administration traineeship is designed to enable students to develop and apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement.

Initially, trainees work as assistant office administrators or junior personal assistants. They may also specialise in:

- international education (providing technical advice and support to international education administration teams)
- education (education program support, school support or student services)
- legal (legal receptionist or junior legal administration)
- medical (medical receptionist, records clerk or secretary)

Trainees may then progress to administrative officer, accounts supervisor and executive assistant roles.

Outcome	<ul style="list-style-type: none"> ➤ Certificate III in Business Administration qualification <i>BSB30415 Business Services Training Package BSB v2</i> ➤ A career path into the Business Services and related sectors. ➤ Articulation into a Traineeship in Certificate IV in Business Administration BSB40515 	
Course delivery	<i>On the job and off the job</i> and can be delivered face-to-face, flexibly or mixed mode	
Commitment required	You will be required to undertake a minimum of 100 days in paid employment over the period of the School-Based Traineeship. Work can be undertaken during school time, after school and during school holidays.	
How will you be assessed?	Both <i>on the job</i> and <i>off the job</i> through written tests, project work & practical exercises	
	Eligibility For ATAR	HSC Unit Credit:
Cert III Business Administration course	Yes	Minimum of 5 units over two years towards your HSC
Industry-based Learning course (optional)	No	This optional course is offered as recognition of the significant work component involved in the school based traineeship. If undertaken this course offers an additional 4 units credit towards your HSC, however this course does not contribute towards the ATAR.

For further information about how to sign up to this School Based Traineeship please speak with your Careers Advisor or visit our internet site at <https://www.sbatinnsw.info>