



School Based Traineeship Opportunity

An exciting opportunity currently exists for a School Based Trainee with Country Universities Centre Far West (CUC Far West).

The successful candidate will:

- Undertake a minimum of 100 days of paid employment with CUC Far West during 2019 and 2020
- Undertake a Certificate III in Business Services
- Be enrolled in year 11 in 2019 and successfully complete their HSC in 2020

As a School Based Trainee with CUC Far West you will work and learn in an exciting and vibrant work place, you will provide support to the organisation.

Your School Based Traineeship will count as a minimum of 5 units towards your HSC outcomes and can count towards your ATAR if you are planning to undertake Tertiary Education after your HSC.

To successfully gain an interview for his position you will:

- Provide a cover letter outlining your skills and commitment to undertaking a School Based Traineeship CUC Far West
- Address the selection criteria as set out below
- Provide the contact details of at least two referees who will speak to your commitment and attitude to undertake new challenges
- Provide a copy of your resume and latest school report

Selection criteria

- Commitment to completing the traineeship and HSC
- Excellent verbal and written communication skills
- Experience in basic computer programs such as Office
- Ability to prioritise workloads
- Ability to work as part of a team
- Excellent personal presentation

For more details on this exciting opportunity contact Danielle on **0457 327 937**

Applications are to be submitted in person or emailed to: danielle.keenan@cucfarwest.org.au

Country Universities Centre Far West
318-324 Crystal Street,
Broken Hill, NSW, 2880

Applications close 5pm Friday 18th January 2019



Business Certificate III

School Based Traineeship



The Business Services school based traineeship is designed to enable students to acquire a broad range of technical, personal and organisational competencies required for a career in business and related areas.

At the Certificate III level jobs are to apply a broad range of competencies in a varied work context. Employees may provide technical advice and support to a team.

Tasks may include:

- producing spreadsheets
- designing and producing business documents
- producing desktop published documents
- recommending products and services
- purchasing goods and services
- writing simple documents

Outcome		<ul style="list-style-type: none"> • Certificate III in Business qualification <i>BSB30115 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 <i>Business Services Training Package BSB v2</i>.
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 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>