



## TRAINEESHIP PROGRAM

Gain a nationally recognised qualification with training specific to your needs.



# PROPOSED OUTLINE FOR A BUSINESS TRAINEESHIP

## SCHOOL BASED AND NON SCHOOL BASED

Students undertaking a Business Traineeship can expect to attend a number of group trainings with RST; complete a number of Business unit workbooks; and have 'electives' signed off by a supervisor/assessor to confirm their competence in performing tasks.

### RST FACE TO FACE TRAININGS

#### CORE Block Release

- BSBCMN211A Participate in workplace safety procedures
- BSBCMN201A Work effectively in a business environment
- BSBCMN203A Communicate in the workplace

#### FIRST AID Block Release

- HLTA301B Apply first aid (Senior First Aid certificate)

#### RECORD KEEPING Block Release

- BSBCMN308A Maintain financial records
- BSBCMN214A Create and use simple spreadsheets

#### EMERGENCY RESPONSE AND FIRE SAFETY Block Release

- Prevent injury
- Respond to wildfire
- Use portable fire fighting equipment

### WORKBOOKS FOR BUSINESS TRAINEES:

- BSBINM202A Handle Mail
- BSBINM201A Process and maintain workplace information
- ICAD2012A Design organisational documents using computing packages

### ELECTIVE REQUIREMENTS

Trainees will need to complete approximately 5 electives. These can be selected according to the trainees' interests and/or the work they will be doing on the job. The electives can be assessed and signed off by a supervisor as appropriate. Electives could consist of any of the following examples or any of the units from the Business Services Training Package:

- BSBCMN208A Deliver a service to customers
- BSBCMN209A Provide information to clients
- BSBCMN216A Create customer relationship
- BSBCMN217A Process customer feedback
- BSBCMN306A Produce business documents
- BSBCMN307A Maintain business resources
- BSBCMN309A Recommend products and services
- BSBCMN310A Deliver and monitor a service to customers
- BSBCMN312A Support innovation and change

### FLEXIBILITY

We work with employers to determine the most suitable training plan for trainees, however all students are required to attend the Core and First Aid Block Releases. Some workbooks can be substituted for 'electives' by arrangement.

### SACE POINTS

School based trainees earn SACE points while gaining a nationally recognised qualification.

*RST WORKS WITH YOU TO ENSURE  
TRAINING MEETS YOUR NEEDS*

### TO REGISTER INTEREST OR FOR MORE INFORMATION PLEASE CONTACT:

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