

Skills for the Changing World of Work

BSB30115 Certificate III in Business | Gosford Location | Evening Program

Overview

Are you thinking about a career change?

Do you need to update your skills to meet the changing world of work?

*Research has proven that our jobs and workplaces are, and will continue to transform and evolve, **so how can you ensure that you are competitive for skills of the future?***

You need a set of transferrable skills.

'People can no longer rely on technical skills' they need a set of transferrable skills' (Foundation for Young Australians 2017).

ET Australia's training program 'Skills for the Changing World of Work' will provide you with;

- transferrable skills (also known as employability skills) requested by employers and
- a BSB30115 Certificate III in Business upon successful training program completion.



The **top ten employability skills** or transferrable skills employers want are listed below (in order of employers emphasizing these in internet job postings for the last four years*):

- Communication skills
- Organisational skills
- Writing
- Planning
- Detail orientation
- Team work / collaboration
- Problem solving
- Time management
- Research
- Computer / digital skills

* Source: White, I 2018, Internet job postings: employability skills - infographic, NCVET, Adelaide

All of the above will be covered in ET Australia’s Skills for the Changing World of Work training program. Many of these skills can’t be learnt, practiced or applied via online learning which is where the classroom provides the ideal environment for you to develop the skills employers are looking for.

Our past students were asked to identify the ‘**Two most important things learned during training**’ and below are some of the responses;

- *Planning and organising* (Renaë)
- *Email writing, eye for detail* (Brooke)
- *Time management skills, how to handle interviews* (Oren)
- *How to use a computer in many ways (I barely knew how to), how to deal well with customers and co-workers* (Patricia)
- *How to use programs effectively and working efficiently with different tasks* (John)
- *Communication skills, confidence* (Amelia)
- *How to write a good cover letter and resume, computer skills* (Jazmin)
- *More confidence in myself, how to add more skills to my resume* (Robyne)
- *Microsoft programs, organisational skills* (Samantha)

You can see how **the above aligns to the top ten employability skills employers are looking for.**

It doesn’t matter at what point you are with your career, the transferrable skills you will learn during the program will be valued by all employers, technical skills are something that can be learnt and developed on the job.



The training is delivered in a simulated work environment to prepare you to apply your skills in a real work environment.

The structure of this program provides all students with a supportive learning environment and is ideal for anyone who likes a more personalised approach to training. With classroom based training, students have their classmates, the Trainer and Training Officer to support and help them with their various learning needs.

If you are job hunting or looking for a career change adding to your skill set will make you a more appealing candidate. If you are looking to move up in your organisation then improving your skills will allow you to demonstrate your value to the organisation and open new doors of opportunity.

Providing the choice of this evening program will cause minimal disruption to busy day time schedules. The evening program is ideal if you are working full or part time and looking to up-skill or if you have other personal commitments during the day.

The training is delivered in a simulated work environment to prepare you for application in the workplace.

Entry Requirements

There are no formal entry requirements however it is recommended that applicants considering this program have completed BSB20115 Certificate II in Business or other relevant qualification/s or have relevant work experience assisting in a range of support roles without holding a formal business qualification.

Applicants considering this qualification require sound computer, literacy, language and numeracy skills.

Applicants must be prepared to dedicate time outside of the classroom sessions to complete learning and assessment activities. As a guide, students should allow anywhere between 5-10 hours per week to complete required out of class activities. The amount of time required will vary from person to person and will also be dependent upon the unit of study as some units are more comprehensive than others.

Students undertaking the program will need access to a computer outside of the classroom sessions with a recent version of Microsoft Office (including Word, Excel and Outlook) to complete at home learning and assessment activities. Should access not be available, there is the option to access the computers at ET Australia during business hours if required.

Employment Opportunities

Possible entry level job outcomes for graduates include administration assistant, clerical worker, data entry operator, information desk clerk, office junior, receptionist.

Further Study

All students who undertake this qualification are provided with advice on employment and training options. Students who successfully complete this qualification could progress their studies to BSB40215 Certificate IV in Business or BSB40515 Certificate IV in Business Administration.

Structure

Training Days:	Wednesday evenings
Dates:	27 March 2019 – 18 September 2019 (there is no training 24 April 2019)
Venue:	ET Australia, 123 Donnison Street, Gosford
Times:	6.00pm – 9.00pm

Benefits

- Linkages to local employment opportunities
- Option to complete work experience for hands on experience
- Training will be delivered in a simulated business environment
- The 12 units have been selected to provide a broad range of career pathways
- Upon successful completion students will be issued with a nationally recognised qualification BSB30115 Certificate III in Business
- Supportive learning environment
- Linkages with youth and community support services

Units of Study

Code	Title	Core Unit	Elective Unit
BSBWHS302	Apply knowledge of WHS legislation in the workplace	✓	
BSBITU307	Develop keyboarding speed and accuracy		✓
BSBWRT301	Write simple documents		✓
BSBADM307	Organise schedules		✓
BSBITU314	Design and produce spreadsheets		✓
BSBWOR301	Organise personal work priorities and development		✓
BSBCMM201	Communicate in the workplace		✓
BSBITU309	Produce desktop published documents		✓
BSBITU313	Design and produce digital text documents		✓
BSBITU312	Create electronic presentations		✓
BSBCUS301	Deliver and monitor a service to customers		✓
BSBWOR204	Use business technology		✓

How will I be assessed?

A variety of assessment techniques will be used including but not limited to question and answer activities, case studies, simulations, role plays and projects.

Student Fees (Subsidised Training Place)

To be eligible for a subsidised training place, at the time of enrolment an individual must:

- Be an Australian citizen, a permanent Australian resident, a humanitarian visa holder or a New Zealand citizen, and
- Be aged 15 years or older, and
- Live or work in New South Wales, and
- No longer be at school or equivalent

For further information relating to eligibility please visit the following web page <https://smartandskilled.nsw.gov.au/are-you-eligible>

If you're eligible for subsidised training under Smart and Skilled, you pay only a portion of the training cost. If you're an Aboriginal or Torres Strait Islander person, a student with a disability or a Commonwealth welfare recipient, you and your dependants may be eligible for fee exemptions or concessions when enrolling. For more detailed information relating to fee exemption / concession refer to 'Attachment 1 - Fee Exemptions and Concessions'.

An outline of the student fees payable for this qualification are following. The Smart and Skilled student fee you will pay will depend on your eligibility and past studies.

Concession Fee	First Qualification	Second or Further Qualification
\$240	\$1,320	\$1,580

Further information relating to the student fees can be found by visiting the following web page <https://smartandskilled.nsw.gov.au/for-students/how-much-will-your-course-cost>

Payment plans are available – speak to an ET Australia Representative to discuss your individual circumstances.

Fee-Free Scholarships

Fee-Free Scholarships are a category of 'fee exemption' meaning that recipients of a Fee-Free Scholarship are exempt from paying the student fee.

Smart and Skilled Fee-Free Scholarships are available for:

- Young people who are eligible for a concession fee
- Young people who are or have been in out-of-home care
- People who are experiencing or have experienced domestic and family violence and their dependents

Are you eligible?

To be eligible for a Fee-Free Scholarship, individuals must first meet the rules for the relevant program.

Smart and Skilled eligible students undertaking a full qualification up to and including Certificate IV may be eligible for a Smart and Skilled Fee-Free Scholarship and are:

- aged between 15 and 30 years old when you start training and eligible for a concession fee (ie a Commonwealth Government welfare recipient)
- or
- commencing in training and meet the Out of Home Care definition at the time of enrolment and are:
 - aged 15-17 years and currently in out-of-home care, or
 - aged 18-30 and previously in out-of-home care
- or
- aged 15 and over, commencing in training and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition

Individuals are eligible for one scholarship per financial year and a maximum of two scholarships up to 30 June 2019.

For further information relating to Fee Free Scholarships please visit the following website
<https://smartandskilled.nsw.gov.au/for-students/scholarships/fee-free-scholarships>

What support is on offer?

ET Australia has a dedicated Training Officer for each training program run. The Training Officer works closely with all students throughout the training period. In addition, students have access to the Trainer/Assessor. ET Australia prides itself on providing a supportive learning environment for all students and if we can't provide the type of support required by a student, we will link them to the appropriate external organisation.

Where can I obtain additional information?

Pre-enrolment information is available and will assist prospective students to make an informed choice prior to enrolling. The pre-enrolment information can be accessed via our website and should answer any additional questions a prospective student may have https://etaustralia.com/wp-content/uploads/2019/02/Pre-enrolment-Information_V20.0_30-Jan-2019.pdf

Alternatively please call our office on 4323 1233 or email email@etaustralia.com to get in contact with ET's Training College Specialist.

How can I enrol?

Attendance is required at an interview for selection into the program.

To register your interest please call ET Australia on 4323 1233 or email email@etaustralia.com

If you are accepted into the program, you will need to obtain a Unique Student Identifier (USI) before you enrol. This subsidised training is nationally recognised, so you need to have a current USI to enrol. For more information visit <http://www.usi.gov.au/Pages/default.aspx> or speak with an ET Australia representative.

Attachment 1 - Fee exemptions and concessions

Students who qualify for a **fee exemption** are:

- Australian Aboriginal or Torres Strait Islander people
- People with a disability (ie people who meet the disability fee exemption criteria, including the dependent child, spouse or partner of a recipient of a Disability Support Pension).
- Recipients of Fee-Free Scholarships

A student who receives a specified Commonwealth benefit or allowance is eligible for a **concession fee** for a qualification up to and including a Certificate IV. A student who is receiving an eligible benefit or allowance at the time of enrolment is eligible for a concession.

The concession fee is also available to a student who is a dependant of a person receiving a specific Commonwealth benefit or allowance. To be eligible for the concession the person who the student is a dependant of must be receiving the benefit or allowance at the time of enrolment.

The specified Commonwealth benefits and allowances for concession fees include:

- Age Pension
- Austudy
- Carer Payment (this category does not include the Carer Allowance or Carer Adjustment Payment)
- Disability Support Pension
- Family Tax Benefit Part A (maximum rate)
- Farm Household Allowance
- Newstart Allowance
- Parenting Payment (Single)
- Special Benefit
- Sickness Allowance
- Veterans' Children Education Scheme
- Veterans' Affairs Pensions
- Widow B Pension
- Widow Allowance
- Wife Pension
- Youth Allowance

Want to know more about ET Australia?



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