Training is delivered by TAFE NSW

The Business Services School-Based Traineeship is designed to enable students to acquire a range of technical, personal and organisational skills required for a career in business and related areas.

Through this Traineeship, students will gain experience in:
- customer (client) service
- organising information and records in both paper and electronic formats
- teamwork
- using technologies
- creating documents

Samples of occupations students can aim for in the business services industry:
- office manager
- payroll clerk/officer
- personal assistant
- personnel clerk
- project manager
- sales clerk/officer
- secretary
- manager/owner of a small business

Outcome
- Certificate II in Business Services qualification.
- A career path into the Business Services and related sectors.
- Articulation into a Traineeship in Business Services Certificate III.

Course delivery
- On the job and off the job and can be delivered face-to-face, flexibly or mixed mode

Commitment + Off the Job Delivery
- 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 students be assessed?
- Both on the job and off the job through written tests, project work & practical exercises

Unit value
- Total of 4 units over two years towards your HSC

Eligible for UAI?
- Yes

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.det.nsw.edu.au/vetinschools