Entry
Entry requirements for the VET Business Services Teacher Training Program are aligned to a KLA teaching area. Applicants must hold a teaching qualification. The entry requirement for the VET Business Services Teacher Training Program is via one of the following pathways:

1. Hold a teaching qualification and at least one of the following staffing codes:
   - BST – Business Studies
   - ECO – Economics
   - COM – Commerce

   OR

2. Hold a teaching qualification and hold BSB20112 Certificate II in Business

   OR

3. Hold a teaching qualification and by application to the Application Review Committee (ARC), providing evidence of recent and/or relevant industry experience and/or qualifications

Training
The teacher training program has been negotiated with industry and training partners and includes:

- **2 days** Methodology Orientation – Mandatory Component
- **1 day** Assessment day – (details at orientation)
- **1 day** Industry Placement and submission of structured business case study/journal
- **2 days** TAE40110 Certificate IV Training and Assessment

Industry specific training requires the submission of evidence, relating to a set of units of competency, to the training provider via an online process. Upon successful completion of the assessment day and provision of required evidence, you will be issued with **BSB20112 Certificate II in Business** with the following units of competencies:

- BSBWOR204A Use business technology
- BSBITU102A Develop keyboard skills
- BSBITU201A Produce simple word-processed documents
- BSBITU202A Create and use spreadsheets
- BSBITU203A Communicate electronically
- BSBADM311A Maintain business resources
- BSBINM201A Process and maintain workplace information
- BSBINM202A Handle Mail
- BSBUSUS201A Participate in environmentally sustainable work practices
- BSBWHS201A Contribute to the health and safety of self and others
BSBCUS201B  Deliver a service to customers
BSBIND201A  Work effectively in a business environment
BSBWOR202A  Organise and complete daily work activities
BSBWOR203B  Work effectively with others
BSBCMM201A  Communicate in the workplace
BSBITU302B  Create electronic presentations

TAE40110 Certificate IV in Training and Assessment can be completed through a program negotiated by VET Teacher Training and conducted by your RTO. If you already hold this qualification, evidence must be submitted with the training application form.

On completion of all components of training, you will be accredited to deliver the qualification BSB20112 Certificate II in Business and the HSC 240 hour course.

**Funding**
The cost of VET teacher training is available from your Registered Training Organisation (RTO). The cost may be reduced on successful application of exemption from any component(s) of training.

Teacher training is available for
- **Replacement** teachers (if approved)
- **Allocation**-funded teachers (*Semester Two only* - if approved)
- **RTO** funded teachers – contact your RTO to determine availability
- **School** funded teachers – discuss with your Principal
- **Self** funded teachers (total training expenses payable by the individual are claimable through personal income tax). Payment for each stage must be paid in advance.

**Staffing Code**
Upon successful completion of the VET Business Services Teacher Training Program you will be awarded the staffing code VBS – VET Business Services. This code will be added to the School Staffing Services database by the VET Teacher Training Team. You do not need to request this code to be added – it will be done once all components of training are completed. You will be able to view your teaching code once added in the DEC portal in ESS – Employee Self Services, My Details, My Skills.

**ALL COMPONENTS OF TRAINING MUST BE COMPLETED WITHIN 6 MONTHS OF COMMENCEMENT.**

*Training programs are regularly monitored and reviewed to ensure they meet the requirements of National Training Packages.*