

## 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 *BSB20115 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:

- Methodology Orientation – Mandatory Component
- Assessment day – (details at orientation)
- Industry Placement and submission of structured business case study/journal
- *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 on line process. Upon successful completion of the assessment day and provision of required evidence, you will be issued with **BSB20115 Certificate II in Business** with the following units of competencies:

BSBWOR204	Use business technology
BSBITU307	Develop keyboarding speed and accuracy
BSBITU201	Produce simple word-processed documents
BSBITU202	Create and use spreadsheets
BSBITU203	Communicate electronically
BSBADM311	Maintain business resources
BSBINM201	Process and maintain workplace information
BSBINM202	Handle Mail
BSBSUS201	Participate in environmentally sustainable work practices
BSBWHS201	Contribute to the health and safety of self and others
BSBCUS201	Deliver a service to customers

BSBIND201	Work effectively in a business environment
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBCMM201	Communicate in the workplace
BSBITU302	Create electronic presentations
BSBINN201	Contribute to workplace innovation
TLIP2029	Prepare and process financial documents

*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 ***BSB20115 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 DoE portal in ESS – Employee Self Services, My Details, My Skills.

**ALL COMPONENTS OF TRAINING MUST BE COMPLETED PRIOR TO THE LAST SCHOOL WEEK OF THE SEMESTER YOU STARTED YOUR TRAINING.**

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