

Business Administration

PROGRESSION GUIDE – ASbA QUALIFICATION

Working Together

The Tasmanian Department of Education is committed to working with Tasmanian businesses to promote and support Australian School-based Apprenticeships (ASbA), which support the engagement, retention, transition and skills development of young people. We understand the contribution this pathway can make towards growing Tasmania's skills base and increasing the capacity for Tasmanian businesses to meet ever changing skills demands.

The objective for the Department's ASbA team is to assist businesses to develop and implement workforce development models that enhance the engagement, employment and training opportunities for young people while they are still completing school. We recognise that Australian School-based Apprenticeships and Traineeships provide a valuable contribution to workforce development planning and are a "Smart Way to Learn and Earn" for our students.

A number of Tasmanian school and college students are ready for the opportunity to get a head start in their career. ASbAs provide a meaningful employment and education pathway for these students. It is a way to support students who are enthusiastic and work-ready with an opportunity to combine work and school – completing their education at the same time as undertaking a nationally recognised qualification whilst in paid employment.

ASbAs are a key Workforce Development Strategy – planning today for Tasmania's future workforce. Let us work with you to take the first step in attracting, developing and retaining your highly skilled future workforce.

Learning practical skills applicable to any office environment.



Australian School-based Apprenticeship – Key Phases

PHASE 1	➔ PHASE 2	➔ PHASE 3
<p>PRE-EMPLOYMENT</p> <p>ASbA STUDENT:</p> <ul style="list-style-type: none"> » Preparation of ASbA student to be work ready » Conversation and information with employee, student, parents/guardians about ASbA » ASbA student may engage in a work experience/placement at business <p>EMPLOYER:</p> <ul style="list-style-type: none"> » Apprenticeship Centre engaged » Registered Training Organisation selected » ASbA qualification selected » Sign up ASbA student 	<p>EMPLOYMENT</p> <p>DOE ASbA TEAM:</p> <ul style="list-style-type: none"> » Supports ASbA student » Supports the business/industry » Reviews and monitors ASbA contract and compliance <p>SCHOOLS AND COLLEGES:</p> <ul style="list-style-type: none"> » Work with student on personal learning/transition plan » Support ASbA student towards TCE completion » Align courses and subjects that complement ASbA training <p>EMPLOYER:</p> <ul style="list-style-type: none"> » Ensures ASbA employment requirements are undertaken 	<p>POST EMPLOYMENT AND TRAINING</p> <ul style="list-style-type: none"> » Progress ASbA into: <ul style="list-style-type: none"> – Part-time Apprenticeship – Full-time Apprenticeship – Full-time Employment » Continue with Industry Professional training » Continue with ongoing training <ul style="list-style-type: none"> – Certificate IV – Diploma » Pathway into University studies

Business Administration

Certificate III in Business Administration is an entry level qualification which introduces students to a wide range of practical skills applicable to any office environment. Students will develop foundational skills and knowledge relating to many business operations, including: providing customer service and care, accounts payable, payroll, data entry and aspects of desktop publishing. This qualification will equip students with the necessary skills to work effectively in an office.

Progression

Progressing to Certificate IV, students build upon previously learned skills and apply them to specific areas of business administration. In this certificate students will expand knowledge and skills into office management and aspects of business administration services. Some areas of specialisation may include: workplace communication, workplace health and wellbeing, complex documents and spreadsheets, as well as leading teams. Completing this training will open up a range of further study options that could include specialist business diplomas and entry into university.

Example ASbA Qualification Advancement

CERTIFICATE III	CERTIFICATE IV	DIPLOMA/ASSOCIATE DEGREE	BEYOND
Certificate III in Business Administration	Certificate IV in Leadership and Management Certificate IV in Business Certificate IV in Marketing and Communications Certificate IV in Business Sales Certificate IV in Human Resources	Diploma of Business Diploma of Leadership and Management Diploma of Human Resource Management Diploma of Work Health and Safety Diploma of Project Management Diploma of Marketing and Communication Associate Degree in Applied Business	Bachelor of Business Bachelor of Business Administration

* This is an example of Business Administration learning pathways a student may choose to follow.

Example Timeline ASbA Model

EXAMPLE START	COMMENCING	PROGRESSION
January Year 11	ASbA – 24 months while at school and 12 months for the completion of Certificate III in Business Administration	Progress to Certificate IV

* ASbA students can be in Year 10, 11 or 12 – timeline for completion may vary depending on start date and the above timeline is an example only.

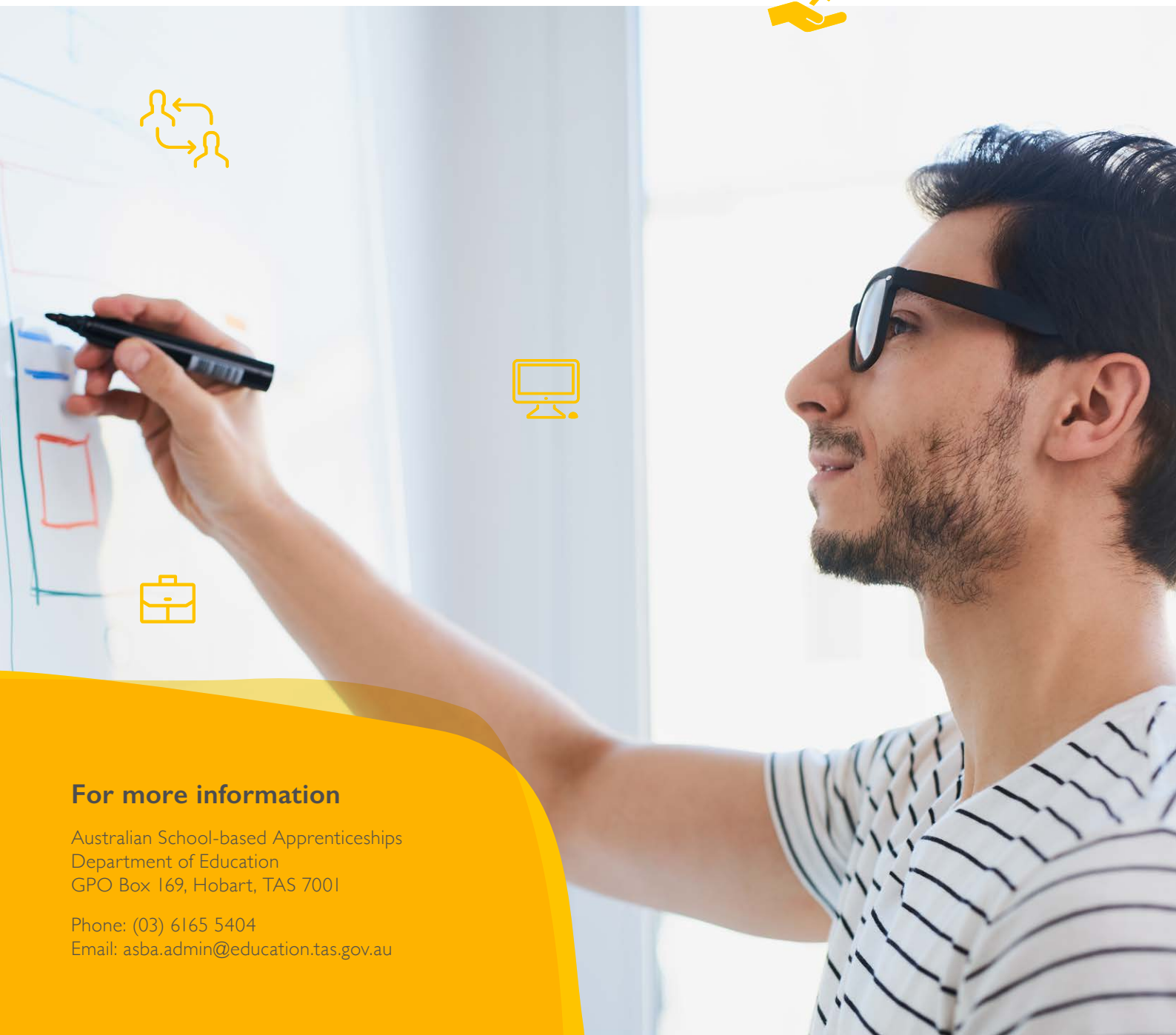


Example Complementary Subject Selections

POSSIBLE CHOICES

- » English Foundations 2
- » English Applied 2
- » English 3
- » English Writing 3
- » Work Readiness 2
- » Career and Life Planning 2
- » Media Production Foundation 2
- » Media Production 3
- » Certificate II in Information, Digital Media and Technology
- » Workplace Maths 2
- » General Mathematics Foundation 2
- » General Mathematics 3
- » Legal Studies Foundation 2
- » Legal Studies 3
- » Introduction to Sociology and Psychology 2
- » Certificate II in Retail Services
- » Business Studies 2
- » Business Studies 3
- » Accounting 3
- » Economics 3
- » Certificate II in Business
- » Chinese Foundation 2
- » French Foundation 2
- » German Foundation 2
- » Italian Foundation 2
- » Japanese Foundation 2
- » Certificate II in Tourism

* Please note, subject to change, not all subjects and courses are available in all regions, or at all Year 11 and 12 schools and colleges. Check with specific school/college for more details.



For more information

Australian School-based Apprenticeships
Department of Education
GPO Box 169, Hobart, TAS 7001

Phone: (03) 6165 5404

Email: asba.admin@education.tas.gov.au