

Business Services

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.

Combining learning with "on-the-job" training makes for a well-rounded skill set.



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

Certificate II in Business Services is an entry level qualification which provides students with a range of business administrative skills and knowledge. This practical certificate is designed to prepare students for entry-level employment opportunities in sectors such as: administration, customer service/relations, record management, financial services, and office procedures. Students who undertake this course should be well suited to team environments, enjoy meeting new people, and take pride in producing quality work.

Progression

Progressing to Certificate III in either Business or Business Administration allows students to build on their skills and progress into more specific areas of the business industry, in combination with on the job experience. Students who complete this course will attain specialist knowledge and a valuable combination of skills to put to use in the industry.

Example ASbA Qualification Advancement

CERTIFICATE II	→	CERTIFICATE III	→	CERTIFICATE IV	→	DIPLOMA/ ASSOCIATE DEGREE	→	BEYOND
Certificate II in Business		Certificate III in Business Certificate III in Business Administration Certificate III in Accounts Administration		Certificate IV in Business Certificate IV in Leadership and Management Certificate IV in Project Management Certificate IV in Human Resources Certificate IV in Accounts Administration Certificate IV in Bookkeeping Certificate IV in Work Health and Safety		Diploma of Leadership and Management Diploma of Project Management Practice Diploma of Accounting Advanced Diploma of Accounting Associate Degree of Applied Business		Bachelor of Business Bachelor of Business Administration

* This is an example of Business Services 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 for the completion of Certificate II in Business		Progress to Certificate III

* 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.

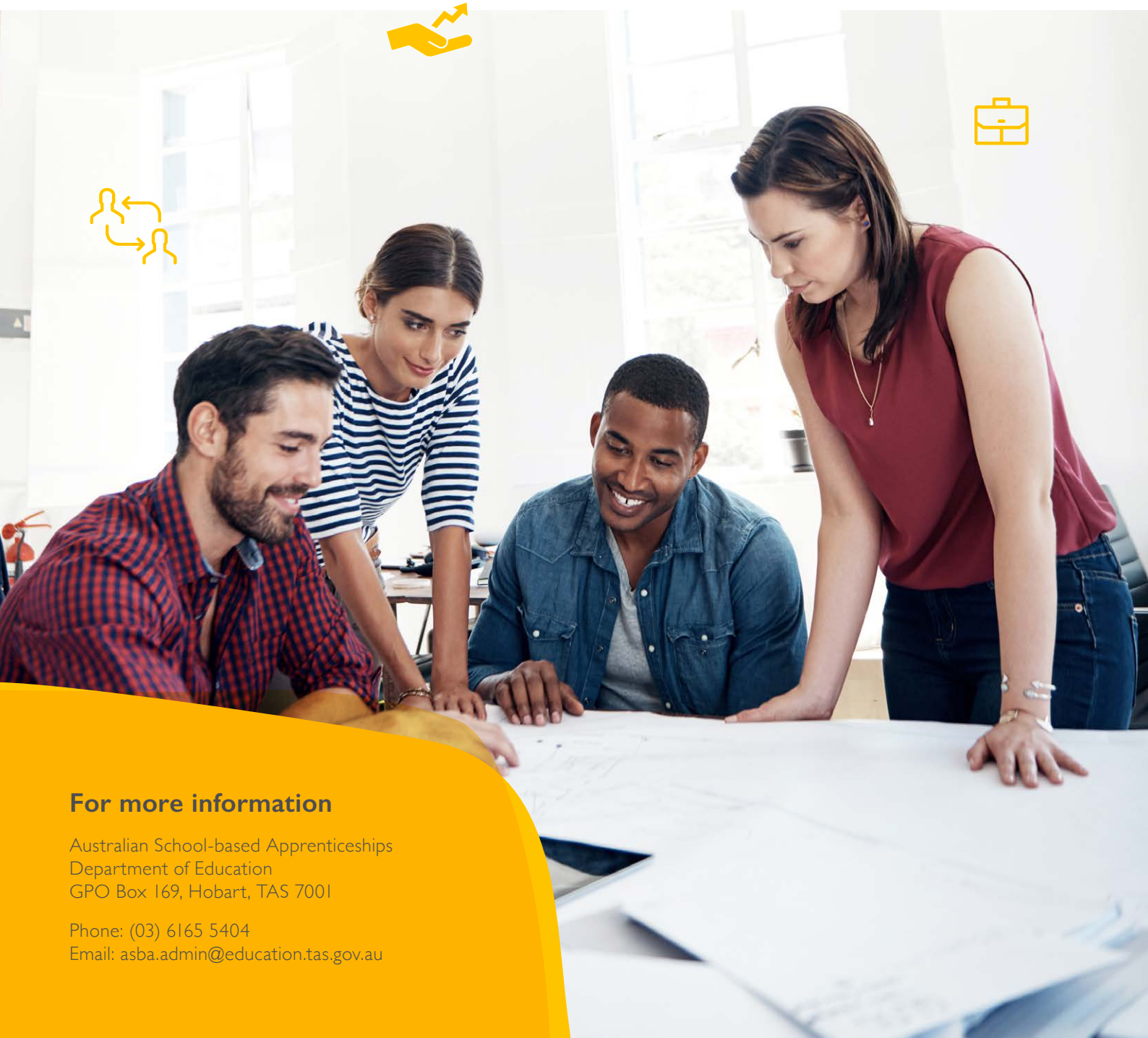


Example Complementary Subject Selections

POSSIBLE CHOICES

- » English Foundations 2
- » English Applied 2
- » English 3
- » Business Studies Foundation 2
- » Business Studies 3
- » Legal Studies Foundation 2
- » Accounting 3
- » Economics 3
- » Introduction to Sociology and Psychology 2
- » Certificate II in Tourism
- » Workplace Maths 2
- » General Mathematics Foundation 2
- » General Mathematics 3
- » Essential Skills Using Computers and the Internet 2
- » Computer Applications 2
- » Certificate II in Information, Digital Media and Technologies
- » Work Readiness 2
- » Career and Life Planning 2
- » Certificate II in Retail Services
- » Media Production Foundation 2

* 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

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