ACCM
.edu.au

Australian
College
of Commerce & Management

ACCM College

2023 QLD Course Catalogue for School-Based Trainees

ACCM College are industry experts in delivering online qualifications to School-Based Trainees in Business, Accounting and Information Technology.

Skills
Assure

RTO Code: 1441

You can find more information on all available courses by heading over to our website www.accm.edu.au

FIRSTLY

THANK YOU

FOR CONSIDERING US!

ACCM College is one of Australia's leading experts in distance training.

Our experience was earned supporting 50,000+ learners over 27 years.

This expertise has made us one of Australia's largest Traineeship providers.

One of our core strengths is helping School-Based Trainees succeed.

We know the secret of supporting SBATs:

• Involve the employer, school and parents from the start
• Offer meaningful and relevant subjects for the SBAT's role
• Teach the SBAT their Traineeship is like a mandatory school subject
• Give the SBAT 24/7 online access to their learning materials
• Contact SBATs during their designated study time at school
• Offer assistance and support every step of the way
• Deliver real-time course progress updates to all stakeholders
• Employ experienced and empathetic staff who understand SBATs

We feel our motto says it all, "If you want to study, we want to help".

We know School-Based Trainees want to study...and we really can help.

Christopher Czarnosz
CEO and Director of Training

CONTENT

KEEPING YOU IN THE LOOP ———————

EMPLOYER DASHBOARD

A School-Based Traineeship is an amazing opportunity for a young person.

It is also an investment in time, effort and resources for your organisation.

Because you care, you will want to know how those investments are progressing.

To provide the best support you need the most current and accurate information.

ACCM's web-based Employer Dashboard gives you that visibility 24/7... in real time.

• Daily questions and sections completed
• Course progress, Course Start and Course End dates
• Full course timetable and subject due dates
• Live assessment results and login times/dates

USE THIS QR CODE TO SEE OUR EMPLOYER DASHBOARD IN ACTION!

Your School-Based Trainee's Student Adviser can assist with detailed progress updates, study strategies and motivational support to help drive strong results.

 You can also always speak to me, and I will help.

Cherie McGregor

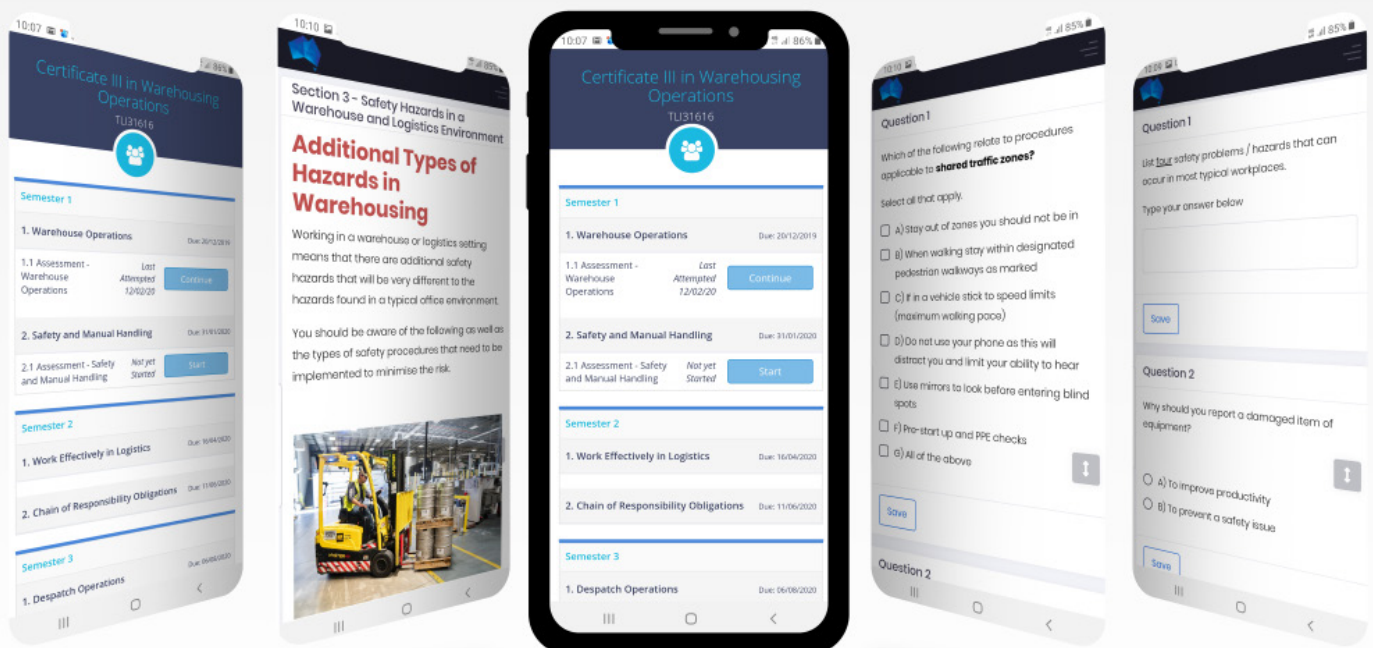**Director of RTO Operations**

WEBCLASS

LEARNING... ANYWHERE AND ANYTIME

Our online learning platform, Webclass, is the result of everything we have learned in 27 years supporting over 50,000 distance and online learners.

Since its inception in 2019, Webclass has received rave feedback from learners and employers for its intuitive ease of use, quality content and practical application.

Webclass offers:

- 24/7 access to course work, allowing maximum flexibility and opportunity

- Access via any web-enabled device: desktop, laptop, tablet or mobile phone

- Subjects broken into manageable sections - encouraging steady course progress

- Clear and plain English learning materials - no more "word walls" to struggle with

- Subject specific videos to enhance depth of learning for visual and audial styles

- A range of assessment methods designed to appeal to all learning preferences

- New features released regularly to enhance the student experience

THE ACCM COLLEGE DIFFERENCE

WE HIRE THE RIGHT STAFF

Start with finding people who care

ACCM only hire permanent staff with relevant and real world industry experience to support our School-Based Trainees. Our staff are skilled at working with these energetic young people, providing support and encouragement that helps drive great SBAT outcomes.

WE CREATE STRONG COURSE MATERIALS

Written by industry experts

We tap into the decades of relevant expertise and experience of our staff, stakeholders and industry partners to create learning materials that deliver results. Materials are written with the learner in mind, capturing current industry practices, trends, legislation and the latest technology.

WE CREATE STRONG STUDENT BONDS

Support is positive and proactive

Our Student Advisers reach out to the School-Based Trainee on a regular basis. We know that a proactive, positive and personal relationship drives better outcomes for SBATs. We make frequent contact with our SBATs to offer support, motivation and coaching is the key to their success.

WE PARTNER WITH OUR STAKEHOLDERS

Keeping you in the loop

Strong relationships with employers and schools are crucial to good outcomes, as your SBATs will thrive in a supportive climate. Our Employer Dashboard, Team Leaders and Student Advisers are always there to keep you up to date and provide more information and support as needed.

WE CAPITALISE ON NEW TECHNOLOGY

Finding new uses for technology

ACCM has always embraced new technology. Our team of in-house programmers have developed state-of-the-art integrated learning systems that bring all of our core functions together, resulting in better support, stronger communication and faster assessing - all to the benefit of students.

WE LISTEN TO ALL OUR STAKEHOLDERS

Feedback matters... we want it all

ACCM has set up multiple feedback streams for SBATs, employers and staff to have their say. We review all this valuable information as it comes in. Being proactive with this treasure trove of feedback means we are constantly improving our processes, materials and service.

FULL COURSE LIST
QLD School-Based Traineeship Qualifications

QUALIFICATIONS	Course CODE	SBAT Fee*	Private Fee
BUSINESS QUALIFICATIONS			
Certificate II in Workplace Skills	BSB20120	$0	$2900
Certificate III in Business	BSB30120	$0	$3750
FINANCE QUALIFICATIONS			
Certificate III in Financial Services	FNS30122	$0	$3750
INFORMATION TECHNOLOGY QUALIFICATIONS			
Certificate III in Information Technology	ICT30120	$0	$3750

*THIS TRAINING IS SUBSIDISED BY THE QLD GOVERNMENT AND THE REDUCED FEE APPLIES TO ELIGIBLE RESIDENTS OF QLD ONLY WHO ARE UNDERTAKING A SCHOOL BASED TRAINEESHIP WHERE THE REQUIRED STUDENT CONTRIBUTION FEE IS WAIVED UNDER QLD SKILLS ASSURE POLICY.

TO FIND OUT MORE ABOUT QUEENSLAND SKILLS ASSURE / USER CHOICE FUNDING OR FUNDING AVAILABLE IN YOUR STATE, VISIT WWW.ACCM.EDU.AU

1300 515 321   **TPPs to:** tpp@accm.edu.au

contact@accm.edu.au   **NSW ID:** 1390

www.accm.edu.au   **RTO ID:** 1441

Skills **Assure**

IF YOU WANT TO STUDY ———

WE WANT TO HELP

The 2023 ACCM College SBAT Course Catalogue, on the following pages, outline all of the qualifications available through ACCM and a brief overview of each course.

You will also notice that all of the courses offer a price range starting at $0.

This is because eligible QLD residents and workers can access a fee-free enrolment through QLD's Skills Assure program as a New Entrant Trainee enrolling as a School-Based Trainee.

If you would like to discuss any aspect of a School-Based Traineeship, please let me know by emailing info@accm.edu.au or just call me on 1300 515 321.

As the Director of Client Relationships, my role is to ensure your experience and your SBAT's learning experience is a great one. From sign-up to graduation.

I will personally do all I can to help set you and your staff up for success.

Tania Holmes
Director of Client Relationships

BASIC BUSINESS COURSES
Getting started in the business world

CERTIFICATE II IN WORKPLACE SKILLS - BSB20120

The Certificate II in Workplace Skills is the perfect starting point for School-Based Trainees undertaking their first work role. This qualification will deliver the essential skills required to be effective at work, communicate professionally and learn the basics of sound customer service practices. Additional subjects designed to enhance their workplace and industry capabilities include word processing, using spreadsheets and professional business writing.

COST: $0 FOR ELIGIBLE QLD SKILLS ASSURE SUBSIDISED SCHOOL BASED TRAINEES

DURATION: 12 - 24 MONTHS

CERTIFICATE III IN BUSINESS - BSB30120

The Certificate III in Business is a great entry-level qualification that works across a wide range of industries and roles. This foundation-laying qualification will ensure the School-Based Trainee develops the key business skills needed to thrive and succeed in a workplace. Our course materials are designed to give them the skills in core workplace activities like effective communication, workplace safety, sustainability, building teamwork, customer service, business writing, spreadsheets and word processing.

COST: $0 FOR ELIGIBLE QLD SKILLS ASSURE SUBSIDISED SCHOOL BASED TRAINEES

DURATION: 12 - 24 MONTHS

These entry-level business streams are designed to launch new careers across a wide range of industries and roles.

FINANCE COURSES
Ensuring everything adds up

CERTIFICATE III IN FINANCIAL SERVICES - FNS30122

The Certificate III in Financial Services qualification is designed for SBATs stepping into a finance role for the first time. This foundation-laying course addresses the basic accounts financial institution skills and tasks of processing customer transactions, working in a financial institution and supporting customers and members in a finance role. Trainees will learn key support functions like financial calculations, using spreadsheets and record keeping applications effectively. This qualification will kickstart a future career in the finance industry across a range of roles.

COST: $0 FOR ELIGIBLE QLD SKILLS ASSURE SUBSIDISED SCHOOL BASED TRAINEES

DURATION: 12 - 24 MONTHS

Sound and reliable accounting is the bedrock of every successful business and the solid foundation of a future career in this demanding and vital industry.

INFORMATION TECHNOLOGY COURSES
Ensure future technicians keep pace with technology

CERTIFICATE III IN INFORMATION TECHNOLOGY - ICT30120

The Certificate III qualification is the perfect entry-level qualification for a future role in the demanding and ever changing IT industry. This is a hands-on qualification with a focus on the skills and knowledge essential for every IT career. Your School-Based Trainee will learn how to run standard diagnostic tests, provide advice to IT clients, local device system administration, basic programming, as well as network administration, evaluating future cloud technology and resolving/reporting IT problems and solutions. There is nothing better than real hands-on learning to launch a career in Information Technology.

COST: $0 FOR ELIGIBLE QLD SKILLS ASSURE SUBSIDISED SCHOOL BASED TRAINEES

DURATION: 12 - 24 MONTHS

ACCM's IT courses capitalise on new virtual technology to allow your School-Based Trainee practical hands-on IT experience in a virtual workplace, with no risk to your network or operational systems.

THE ACCM ENROLMENT PROCESS
We make getting started easy

ONCE YOU REVIEW THE AGREEMENT JUST FORWARD THE LINK TO YOUR SBAT

YOUR SBAT ENROLS ONLINE IN LESS THAN 10 MINUTES

OUR SERVICE ONE TEAM WILL MAKE A WELCOME CALL TO YOUR SBAT AND SCHEDULE THEIR INDUCTION, SERVICE ONE WILL ALSO ISSUE THE GOVERNMENT TRAINING PLAN WITHIN 48HRS

YOUR SBAT LOGS ON TO WEBCLASS AND WATCHES OUR WELCOME VIDEO THAT EXPLAINS WHAT COMES NEXT

YOUR SBAT COMPLETES THE INITIAL SKILLS ASSESSMENT ON WEBCLASS AND SUBMITS THEIR ID

YOU AND YOUR SBAT DETERMINE ELECTIVE CHOICES (IF REQUIRED)

OUR SERVICE ONE TEAM COMPLETES THE INDUCTION BY PHONE AND CONFIRMS LLN* AND COURSE SUITABILITY

YOUR SBAT STARTS COURSE WORK ON THEIR FIRST SUBJECT WITH A WEEKLY QUESTION GOAL

SERVICE ONE CONTACTS YOUR SBAT WEEKLY TO OFFER SUPPORT AND ASSIST WITH PROGRESS (FOR FIRST 3-4 WEEKS). SERVICE ONE WILL ALSO MONITOR PROGRESS AT MONTHLY INTERVALS ONGOING

YOUR SBAT'S PRIMARY TRAINING ADVISER TAKES OVER AT 4-5 WEEKS OFFERING ONGOING SUPPORT UNTIL COMPLETION OF COURSE WORK AT THE END OF TERM 2 (IN THIER FINAL YEAR)

* LLN - to determine Language, Literacy and Numeracy suitability

If you want to study, we want to help.