



# 2019 ACCM College Traineeship Course Catalogue

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[accm.edu.au](http://accm.edu.au)

RTO ID 1441



**Australian  
College**  
of Commerce & Management

*If you want to study,  
we want to help.*



The 2019 ACCM College Course Catalogue outlines all ACCM courses available as traineeships in 2019. In this catalogue you will find a brief overview of each course, the traineeship enrolment fee and the government subsidies and incentives available to you as an employer of trainees.

If you are looking to employ trainees outside of NSW, you will find more information on individual state funding by visiting [accm.edu.au](http://accm.edu.au).

If you would like to enrol your current employees in training with ACCM, you will find a full list of all courses and regular course fees on pages 12 and 13.

We try our best to supply all the information you will need, but if we have missed anything, please let us know by contacting: [info@accm.edu.au](mailto:info@accm.edu.au) or call **1300 515 321**.

**OVER 50  
COURSES  
AVAILABLE**

Discover your options with ACCM College





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# Accounting and Bookkeeping Courses

## *Not too taxing*



### Certificate IV in Accounting and Bookkeeping - FNS40217

The Certificate IV in Accounting and Bookkeeping qualification delivers learning outcomes in manual double entry bookkeeping and computerised accounting (using MYOB or XERO). It covers all key accounting functions such as accounts payable and receivable, bank reconciliation and processing journals. payroll, preparing financial statements and preparing a BAS. This qualification will start your accountancy or bookkeeping career.

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**94% OF ACCM GRADUATES**  
were employed or in further study after training\*.

\*NCVER National Student Outcomes Survey 2017



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# Administration Courses

## Get organised



### **Certificate III in Accounts Administration - FNS30317**

The Certificate III in Accounts Administration qualification looks at the accounts clerical tasks of accepting and processing customer payments into an accounts software package and paying business bills. You will also learn key support functions like writing letters and basic word processing skills. You have a choice of using MYOB or XERO trial programs for your course.

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### **Certificate III in Business Administration - BSB30415**

The Certificate III in Business Administration is a specialist administration course designed for entry level administrative staff looking to increase their office skills in one of two tailored areas - Microsoft Office applications or accounts administration. You will gain essential word processing, spreadsheets and email communication skills with an elective option to learn accounts clerical.

.....

### **Certificate III in Business Administration (Education) - BSB30915**

The Certificate III in Business Administration (Education) has specialist subjects to provide you with an in-depth understanding of how the different parts of the education sector interact. In addition to looking at key skills in customer service, word processing and organising meetings, you will also be able to select from a wide range of subject elective choices that will accommodate most needs.

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### **Certificate III in Business Administration (Legal) - BSB31015**

The Certificate III in Business Administration (Legal) is the ideal course to kick start your legal administration career towards that ideal Legal Secretary role. This qualification provides an essential background into how the legal sector operates and ensures that you are aware of the etiquette and legal terminology needed to carry out legal administration tasks.

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### **Certificate III in Business Administration (Medical) - BSB31115**

The Certificate III in Business Administration (Medical) focusses on the specialist skills needed to work as a medical receptionist. You will learn about medical terminology, medicare accounts, skills to manage medical supplies and how to manage patient appointments. In addition to understanding the workings of a medical practice you will develop essential touch typing skills.

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### **Certificate IV in Business Administration - BSB40515**

The Certificate IV in Business Administration will develop your advanced administrative, business writing and Microsoft Office application skills. Elective choices allow you to choose subjects that suit your career goals, whether that be to develop marketing or networking skills, or team leadership skills for those seeking to move into an office managers role.

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Did you know?

**ACCM's enrolment process is all done online and will only take 5 minutes for your trainee to complete.**



# Business Courses

## Let's talk business



### **Certificate II in Business - BSB20115**

The Certificate II in Business will give you the essential work skills needed to start a career in an office or business environment. Learn how to prioritise work tasks, help customers and work safely in a business environment. The Certificate II in Business qualification allows elective choices to suit the different needs for a range of entry level office roles.

.....

### **Certificate III in Business - BSB30115**

The Certificate III in Business will ensure that you develop key business skills in customer service and workplace safety, and then provides the flexibility to allow you to choose electives that suit your specific needs. Elective options include business writing, cross selling, time management, purchasing and many office computer applications such as word processing and desktop publishing.

.....

### **Certificate III in Customer Engagement - BSB30215**

Certificate III in Customer Engagement addresses the skills needed in customer contact roles in the growing call centre industry. These include skills to deliver a rewarding customer service experience, and the ability to manage priorities and workplace challenges. You will gain a solid understanding of call centre systems and culture, and have a range of electives to suit career goals.

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### **Certificate IV in Business - BSB40215**

Build on your existing office skills with the Certificate IV in Business. Ensure that you have the necessary safety and customer service management skills and also enjoy the widest choice of business subjects and electives possible. This creates a learning platform that can suit any combination of business skills needed and match your interests.

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### **Certificate IV in Business Sales - BSB40615**

The Certificate IV in Business Sales will show you how to hone your sales techniques, improve your networking skills and maximise potential prospects. Elective options allow you to also address customer service delivery, learn about marketing promotions, develop skills to lead a winning sales team to create successful and achievable sales plans.

.....

### **Certificate IV in Customer Engagement - BSB40315**

Certificate IV in Customer Engagement builds on your existing call centre experience and develops higher level customer engagement and workplace coaching skills specifically for a contact centre. Learn key skills in leadership, process improvement and operational planning or sales planning, from a wide elective choice that allows you to tailor the course to your needs.

.....

### **Diploma of Business - BSB42618**

The Certificate IV in New Small Business Management focuses on the necessary skills, knowledge and organisational processes needed to run an effective and successful small business. You will learn how to plan your business finances, market your business and understand your legal obligations as a small business owner or manager.

.....

### **Diploma of Business - BSB50215**

The Diploma of Business offers a broad spectrum of subject choices to allow a program to suit a multi-skilled office manager, or someone wanting to keep their career choices open. Tailor this diploma course to suit your specific needs by choosing from elective options like risk management, operational planning, marketing, recruitment or managing

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# Credit Courses

## *Show me the money*



### Certificate IV in Credit Management - FNS40115

This Certificate IV in Credit Management is ideal for new lenders and internal collections officers. As part of the course, you will learn how to process applications for credit, implement risk management strategies and resolve disputes - all of which are key areas in the credit management industry. Whether a lender or a collector - learn about both parts of the credit management role.

### Diploma of Credit Management - FNS51515

The Diploma of Credit Management will give you the higher level skills and knowledge needed in credit control. On completion of this course you will have developed the essential skills to critically review policies and procedures around credit management to enable you to identify potential risks. Key components of this course are learning about warning signals in personal and corporate insolvency cases.

# ACCM KNOWS FINANCE

Delivering courses in finance for over 21 years



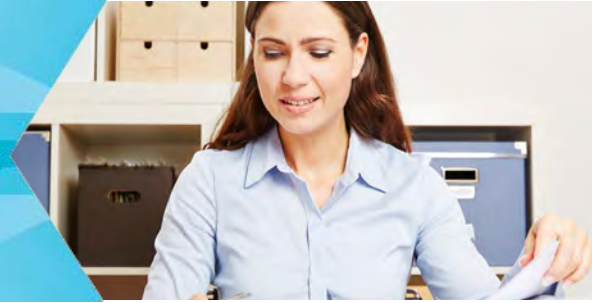
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Visit our website  
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# Finance and Insurance Courses

*A bank of knowledge*



## **Certificate II in Financial Services - FNS20115**

This Certificate II in Financial Services is the perfect starting point for a career in banking. You will develop a greater understanding of the Australian financial system and how credit works. You can also gain the skills and specialised knowledge to prepare for a future role as a customer service officer, teller, cashier, lending or administration officer.

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## **Certificate III in Financial Services - FNS30115**

The Certificate III in Financial Services will develop your finance industry and compliance knowledge as well as develop essential skills in customer service. Select electives in banking transactions to equip you for key service roles in banking, or sales and service options for roles in the broader finance sector. You can also meet ASIC RG146 Tier 2 accreditation requirements as part of your elective subject choice, or choose general finance and accounts clerical subjects if banking isn't your focus.

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## **Certificate III in General Insurance - FNS30515**

The Certificate III in General Insurance will give you a strong introduction into the insurance industry. You will be able to transfer your knowledge into the workplace almost immediately as you will become adept at issuing quotes, understanding the renewal process and making approved policy alterations and cancellations. ASIC Tier 2 accreditation is also a part of this qualification.

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## **Certificate IV in General Insurance - FNS414155**

This Certificate IV in General Insurance covers specialist insurance content such as claims processing and/or underwriting risk in depth, as well as the organisation leadership and team building skills you need to deliver ongoing benefits to your current or future business unit. Choose to specialise in underwriting or claims; or select both.

## **Certificate IV in Banking Services - FNS42015**

With the electives available, the Certificate IV in Banking Services can be tailored to focus on lending and sales, and service. This course can be specifically tailored to help you gain the knowledge needed to grow your retail banking career and move in the direction you want to take.

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## **Certificate IV in Finance and Mortgage Broking - FNS40815**

The Certificate IV in Finance and Mortgage Broking will deliver the skills and specialist knowledge needed to operate as a successful and effective finance or mortgage broker. This course has been tailored to meet the requirements of ASIC RG206, and ensures a thorough understanding of the key lending requirements around responsible lending and disclosure.

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## **Certificate IV in Financial Services - FNS41815**

The Certificate IV in Financial Services will help take you to the next level of your finance career, and allow you to upskill in areas that suit your specific career goals and business needs. You can also meet the ASIC adviser and credit licensing requirements by selection of electives. This course is ideal for banking roles like senior tellers, customer service officers, lenders and branch supervisors who want to take the next career step.

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Visit our website  
[accm.edu.au](http://accm.edu.au)



# HR and Project Management Courses

*Keeping it in check*



## **Certificate IV in Human Resources - BSB41015**

The Certificate IV in Human Resources covers all key HR functional areas to ensure a solid knowledge base for those entering the HR profession or those wanting to learn specific aspects of HR. By focusing on the policies and procedures that drive your recruitment, appraisal, industrial relations and retention processes, this Certificate IV qualification will ensure that you have a strong skill set in each HR specialist area.

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## **Certificate IV in Project Management Practice - BSB41515**

Formal, structured project management training is an essential tool to ensure that you are able to contribute to the success of a workplace project. The Certificate IV in Project Management Practice addresses all key topics for successful project implementation such as scope and time management, cost management and resource management. Select your choice of business electives to tailor your program.

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## **Diploma of Human Resources Management - BSB50618**

The Diploma of Human Resources will expose you to a broad spectrum of strategic HR areas. Cover in depth the management of recruitment and workforce planning strategies. Learn how to analyse the effectiveness of performance management systems and develop safety management plans and implement a consultative workplace relations strategy.

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## **Diploma of Project Management - BSB51415**

The Diploma of Project Management will ensure that you can deliver your projects efficiently and on schedule by teaching you contemporary project management skills. Use your existing experience as a project team member and take the next step with the Diploma of Project Management that covers all critical areas of project management to an advanced level.

.....

*“Doing my entire traineeship online was the only way for me, and ACCM made the process very easy”*

*Kate - New England Trainee of the Year 2017*



# I.T. Courses

*Let's do I.T.*



## Certificate II in Information Digital Media and Technology - ICT20115

Determine if an Information Technology career is for you by completing the Certificate II in Information, Digital Media and Technology. You will learn the correct way to install software and how to maintain standard computing equipment, giving you the head start you need in the IT world.

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## Certificate III in Information Digital Media and Technology - ICT30118

The Certificate III in Information, Digital Media and Technology is a hands-on course that has a key focus on the skills and knowledge essential for any IT career! You will learn all the essential skills for a successful career in IT including how to run standard diagnostic tests, install and optimise operating system software and manage the migration to newer technology.

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Visit our website  
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# Leadership & Management Courses

*Lead the way*



## Certificate IV in Leadership and Management - BSB42015

Is your next step a leadership role? The Certificate IV in Leadership and Management offers leadership and management subjects to build essential leadership, prioritising, planning and communication skills. Electives allow flexibility to study other areas of interest such as risk management, business writing and customer service delivery.

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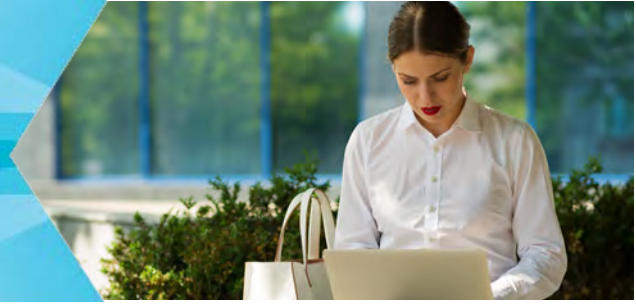
## Diploma of Leadership and Management - BSB51918

The Diploma of Leadership and Management offers a broad spectrum of leadership and management subjects to help you develop your existing skills and prepare for a management role. Learn effective team management, quality operational planning techniques and effective people performance management. Electives allow options in risk management, sales planning and staff development, amongst other worthwhile topics.

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# Legal and Recordkeeping Courses

*Law and Order*



## Certificate III in Recordkeeping - BSB30815

Large organisations have sophisticated records management systems. Start a career in this specialist professional field with the Certificate III in Recordkeeping. Learn about the control, retrieval and disposal of records, as well as the legislation and codes that apply to the record keeping sector. A wide range of elective options are available to meet your specific interests.

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## Certificate IV in Recordkeeping - BSB41715

For experienced Records Officers, the Certificate IV in Recordkeeping will give you the advanced skills you need to properly control essential business records, apply appraisal and classification systems and implement correct disposal actions. This makes the Certificate IV in Recordkeeping the perfect course for any recordkeeping officer that wants to show commitment to advancing their career.

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## Certificate IV in Legal Services - BSB42215

The specialist Certificate IV in Legal Services course is designed to develop advanced administration and para-legal skills that will enable you to take the next step in your legal administration career. Key skills such as legal research and document preparation are addressed, as is ensuring that you have a strong understanding of the Australian legal system.

### Did you know?

**ACCM has been delivering traineeships for over 21 years and is one of the largest providers of business and finance traineeships in NSW.**



# Traineeships



The College specialises in traineeship delivery and is one of the largest traineeship training providers in our areas of expertise: finance; business; IT and accounting.

Our traineeship students continue to grow. This is due to high levels of client, employer, trainee and Group Training Organisation satisfaction with what we do. We keep you informed on your trainees progress and key milestones to ensure the program runs smoothly.

## Types of Traineeships available

ACCM offers training for New Entrant Trainees, Existing Worker Trainees and School Based Trainees, and can assist with your current employee training needs.

To be registered as a **New Entrant Trainee**, a new employee must be registered as a trainee within three months of commencing work, or within 12 months for part-time employees.

Any school student aged at least 15 years old can be a **School Based Trainee**. There are no academic entry requirements, other than their suitability for that vocation.

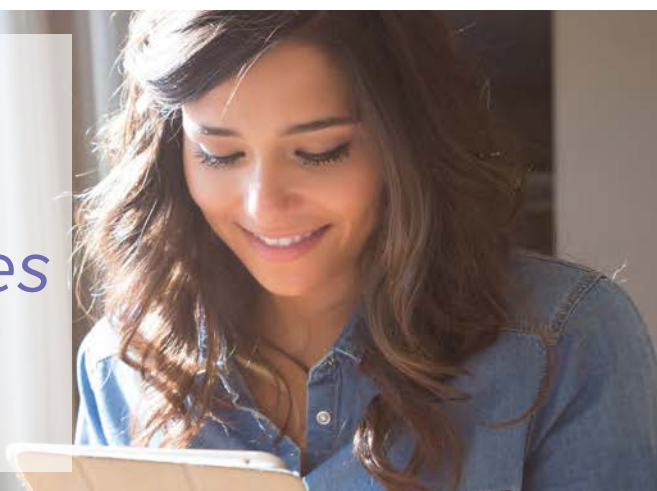
## Employer Incentives

Traineeships are employment arrangements where the Commonwealth, State and Territory Governments support and encourage the training of new employees.

Each state and territory determines the areas it will support as traineeships, and in many cases will subsidise the training costs. Some states offer generous payroll tax advantages for trainees. For example, in NSW, employers receive a payroll tax rebate of 5.45% on the wages paid to trainees. They may also be eligible to receive up to \$4000 in employer incentives depending on the trainee's employment status\*.

*“I was provided with the right foundation to my career through my studies at ACCM”*

*Eden - CIV Financial Services trainee*



\*Subject to traineeship eligibility as determined by an Apprenticeship Support Network provider.

# Traineeship Courses



The below courses are available as traineeships in NSW. For a full list of courses available in other states, please call 1300 515 321 or email [info@accm.edu.au](mailto:info@accm.edu.au)

  = Also available as a School Based Traineeship

Business Qualifications	Code
Certificate II in Business	BSB20115
Certificate III in Business	BSB30115
Certificate III in Customer Engagement	BSB30215
Certificate III in Business Administration	BSB30415
Certificate III in Recordkeeping	BSB30815
Certificate III in Business Administration (Education)	BSB30915
Certificate III in Business Administration (Legal)	BSB31015
Certificate III in Business Administration (Medical)	BSB31115
Certificate IV in Business	BSB40215
Certificate IV in Customer Engagement	BSB40315
Certificate IV in Business Administration	BSB40515
Certificate IV in Business Sales	BSB40615
Certificate IV in Human Resources	BSB41015
Certificate IV in Project Management Practice	BSB41515
Certificate IV in Recordkeeping	BSB41715
Certificate IV in Leadership and Management	BSB42015
Certificate IV in Legal Services	BSB42215
Certificate IV in New Small Business	BSB42618
Diploma of Business	BSB50215
Diploma of Human Resources Management	BSB50618
Diploma of Project Management	BSB51415
Diploma of Leadership and Management	BSB51918

Finance Qualifications	Code
Certificate II in Financial Services	FNS20115
Certificate III in Financial Services	FNS30115
Certificate III in Accounts Administration	FNS30317
Certificate III in General Insurance	FNS30515
Certificate IV in Credit Management	FNS40115
Certificate IV in Accounting and Bookkeeping	FNS40617
Certificate IV in Finance and Mortgage Broking	FNS40815
Certificate IV in Superannuation	FNS40915
Certificate IV in General Insurance	FNS41415
Certificate IV in Financial Services	FNS41815
Certificate IV in Banking Services	FNS42015

IT Qualifications	Code
Certificate II in Information Digital Media and Technology	ICT20115
Certificate III in Information Digital Media and Technology	ICT30118

Each state and territory determines which courses can be delivered as traineeships, and traineeship enrolment fees that apply.

## Traineeship Enrolment Fees

NSW has a compulsory enrolment fee of \$1000 for traineeships (\$870 for Certificate II level traineeships). Contact us for traineeship enrolment fees for other states and territories.



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# Need to Know



**Your trainee simply enrolls online which takes around 5 minutes and will be able to start their course right away.**



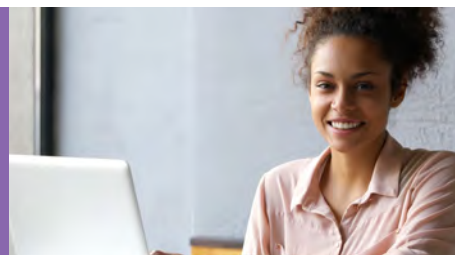
**All trainees are allocated a dedicated Student Adviser who will be in regular contact to help them gain their qualification.**



**When trainees submit assessments, we aim to have them assessed and returned within 72 hours, sometimes even sooner.**



**We want to help. Everyone here at ACCM is dedicated to the success of our students. If you have any questions, no matter how big or small, give us a call on 1300 515 321 or email [info@accm.edu.au](mailto:info@accm.edu.au)**





# 2019 COURSE SCOPE FEES LIST FOR NSW

Business Qualifications	Code	New Worker Traineeship Fee	Smart & Skilled Fee *	SBT*
Certificate II in Business	BSB20115	\$870	\$880	✓
Certificate II in Customer Engagement	BSB20215		\$880	
Certificate III in Business	BSB30115	\$1000	\$1320	✓
Certificate III in Customer Engagement	BSB30215	\$1000	\$1320	✓
Certificate III in Micro Business Operations	BSB30315		\$1320	
Certificate III in Business Administration	BSB30415	\$1000	\$1320	✓
Certificate III in Work Health and Safety	BSB30715		\$1320	
Certificate III in Recordkeeping	BSB30815	\$3300		
Certificate III in Business Administration (Education)	BSB30915	\$1000	\$1740	✓
Certificate III in Business Administration (Legal)	BSB31015	\$1000	\$1320	
Certificate III in Business Administration (Medical)	BSB31115	\$1000	\$1320	✓
Certificate IV in Business	BSB40215	\$1000	\$1580	
Certificate IV in Customer Engagement	BSB40315	\$1000	\$1980	
Certificate IV in Business Administration	BSB40515	\$1000	\$1580	
Certificate IV in Business Sales	BSB40615	\$1000	\$1580	
Certificate IV in Human Resources	BSB41015	\$1000	\$1580	
Certificate IV in Work Health and Safety	BSB41415		\$1580	
Certificate IV in Project Management Practice	BSB41515	\$1000	\$1580	
Certificate IV in Recordkeeping	BSB41715	\$1000	\$1580	
Certificate IV in Leadership and Management	BSB42015	\$1000	\$1580	
Certificate IV in Legal Services	BSB42215	\$1000	\$1980	
Certificate IV in New Small Business	BSB42618	\$1000	\$1580	
Diploma of Business	BSB50215	\$1000	\$2530	
Diploma of Customer Engagement	BSB50315			
Diploma of Business Administration	BSB50415		\$2530	
Diploma of Human Resources Management	BSB50618	\$1000	\$2530	
Diploma of Project Management	BSB51415	\$1000	\$2530	
Diploma of Leadership and Management	BSB51918	\$1000	\$2530	
Advanced Diploma of Leadership and Management	BSB61015		\$2580	

\* Smart and Skilled Fees listed are for the category 'no prior qualification'. There is a slight fee increase for those who have a qualification already eg approx. \$300. This training is subsidised by the NSW Government.

**SBT:** School Based Traineeship

<b>Enquiries:</b> 1300 515 321	<b>RTO ID:</b> 1441	<b>NSW ID:</b> 1390
<b>Email:</b> contact@accm.edu.au	<b>Fax:</b> 02 4225 1400	<b>Date Printed:</b> 23/05/2019
<b>Web:</b> www.accm.edu.au	<b>TPPs to:</b> tpp@accm.edu.au	

# 2019 COURSE SCOPE FEES LIST FOR NSW

<b>Finance Qualifications</b>	<b>Code</b>	<b>New Worker Traineeship Fee</b>	<b>Smart &amp; Skilled Fee *</b>	<b>SBT*</b>
Certificate II in Financial Services	FNS20115	\$880	\$880	✓
Certificate III in Financial Services	FNS30115	\$1000	\$1320	✓
Certificate III in Accounts Administration	FNS30317	\$1000	\$1320	✓
Certificate III in General Insurance	FNS30515	\$1000	\$1320	
Certificate IV in Credit Management	FNS40115	\$1000	\$1580	
Certificate IV in Accounting and Bookkeeping	FNS40217	\$1000	\$1980	
Certificate IV in Finance and Mortgage Broking	FNS40815	\$1000	\$1980	
Certificate IV in General Insurance	FNS41415	\$1000	\$1980	
Certificate IV in Financial Services	FNS41815	\$1000	\$1980	
Certificate IV in Banking Services	FNS42015	\$1000	\$1580	
Diploma of Accounting	FNS50217		\$2530	
Diploma of Finance and Mortgage Broking Management	FNS50315			
Diploma of Banking Services Management	FNS50915		\$3600	
Diploma of General Insurance	FNS51115			
Diploma of Credit Management	FNS51515			
Diploma of Financial Services	FNS51815			
Advanced Diploma of Banking Services Management	FNS60615			

<b>IT Qualifications</b>	<b>Code</b>	<b>New Worker Traineeship Fee</b>	<b>Smart &amp; Skilled Fee *</b>	<b>SBT*</b>
Certificate II in Information Digital Media and Technology	ICT20115	\$870	\$880	✓
Certificate III in Information Digital Media and Technology	ICT30115	\$1000	\$1740	✓

Smart and Skilled training is subsidised by the NSW Government.

\* Smart and Skilled Fees listed are for the category 'no prior qualification'. There is a slight fee increase for those who have a qualification already eg approx. \$300. This training is subsidised by the NSW Government.

**SBT:** School Based Traineeship

<b>Enquiries:</b> 1300 515 321	<b>RTO ID:</b> 1441	<b>NSW ID:</b> 1390
<b>Email:</b> contact@accm.edu.au	<b>Fax:</b> 02 4225 1400	<b>Date Printed:</b> 23/05/2019
<b>Web:</b> www.accm.edu.au	<b>TPPs to:</b> tpp@accm.edu.au	

# Enrolling Trainees with ACCM College



**Australian  
College**  
of Commerce & Management

ACCM College accepts enrolments 365 days a year, which means your employee can start their course at a time that suits your business.

**ENROL  
ANY TIME**

**QUICK,  
PAPERLESS  
ENROLMENT**

Enrolments are completed online, and take around 5 minutes.

Once enrolled, your new employee can start their course straight away, taking away the need to follow up your training provider for a start date.

**IMMEDIATE  
START!**

**UNLIMITED  
TRAINING  
SUPPORT**

Your employee will receive unlimited training support throughout their course. You will also receive regular updates from ACCM, outlining your employee's progress.



# ACCM College

## Leaders in Workforce Training



ACCM College has developed a well-earned reputation as a quality training provider since its founding in 1996. In 2017, ACCM was recognised as one of the top three large training providers in NSW. Our proven ability to tailor courses to meet the demands of the workplace and our passion for nurturing students throughout their course has set the benchmark for delivering nationally recognised vocational education in Australia.



### Courses

ACCM College has been delivering courses in **Finance, Business, Accounting and I.T** for over 21 years. When working with ACCM College, you will have access to over 50 nationally recognised courses that can be tailored to compliment your existing training programs. We are also one of the **largest providers of traineeships** in NSW and our impressive completion results reflect the high level of student support that we offer.



### Delivery

ACCM College offers online delivery so that your employees can complete their training at a time and place that suits your business. When enrolling a group of employees, we can also offer a blended delivery option which includes regular workshops. In addition to this, your employees will have unlimited access to our team of dedicated Student Advisers who will guide them through their qualification.



### Access to Funding

In addition to traineeships, ACCM develop and deliver training programs for existing employees. ACCM can also provide assistance with access to subsidised training options like NSW Smart and Skilled, QLD Certificate III Guarantee and Job Skills WA, further reducing the cost of your existing employees training and further development.



### Our Mission

We want to help. ACCM College believes in developing and delivering learning solutions that compliment your business. By pairing our extensive collection of nationally recognised courses with your existing training programs, we can deliver a training solution that truly works.



### Our Passion

We love what we do, and we do it really well. Our passion for Vocational Education is evident in the results that we have achieved with our loyal clients. Let us show you how much we care about your business and how this passion can help you achieve your training goals.



### Our Philosophy

At ACCM College, we believe that employees need the right training to succeed in their roles. By offering your employees a chance to fully understand what is expected of them, and the resources and environment to meet these expectations, your business will experience higher staff retention, improved work morale and a more efficient and consistent way of meeting your business needs. It really is win-win!



**Australian  
College**  
of Commerce & Management

**2017 NSW TRAINING AWARDS**  
STATE FINALIST  
LARGE TRAINING PROVIDER





# PAYROLL TAX REBATES & EXEMPTIONS

In most states across Australia, the wages paid to apprentices and new entrant trainees are exempt from Payroll Tax.

Below you will find a brief overview outlining each state's exemption or rebate.

## NSW

In NSW, there is currently a Payroll Tax Rebate of **5.45%** on wages paid to any New Entrant trainee or Apprentice. This rebate remains in place for as many years as they stay in training.

If a New Entrant Trainee is earning \$50,000, your business could save \$2725 in Payroll Tax Exemptions for each year for the lifetime of the traineeship.

Many traineeships are for two years. Even one year traineeships allow the trainee to continue onto the next qualification level and retain their exemption to Payroll Tax. For example, if your trainee/s is undertaking a one year traineeship, they can then continue into a second qualification extending the traineeship for a further two years. This means the Payroll Tax Exemption applies for three years.

## QLD

In QLD, employers of Apprentices and Trainees can claim a Payroll Tax Rebate on **50% of all wages paid to Trainees and Apprentices**.

You can work out the rebate by multiplying 50% of the total wages paid to apprentices and trainees by 4.75% (QLD Payroll tax rate) for each return period in the applicable financial years.

For example, if you employ two trainees, and in the financial year (2016-17) paid them \$50,000 each, your rebate would calculate at  $(\$100\ 000 \times 50\%) \times 4.75\% = \$2375$

## TAS

Tasmania offer a Payroll Tax Rebate of **4%** on all wages paid to eligible Apprentices, Trainees and Youth Employees (for more information on Youth Employees, please get in touch).

The rebate for Apprentices and Trainees is available for a maximum of 2 years from the day that the employee's training contract takes effect. For Youth Employees, the rebate is available for a period of one year from the date the youth employee commenced employment.

For example, if you employ two trainees and one eligible youth employee, and in the financial year paid them \$50,000 each, your rebate would calculate at  $\$150\ 000 \times 6.1\% = \$9150$



# PAYROLL TAX REBATES & EXEMPTIONS

## WA

In Western Australia all wages paid to eligible **New Entrant Trainees** (up to \$100,000) are **exempt from (5.5%) Payroll Tax**.

If a New Entrant Trainee is earning \$50,000, your business could save \$2750 in Payroll Tax Exemptions for each year of the traineeship.

Many traineeships are for two years. Even one year traineeships allow the trainee to continue onto the next qualification level and retain their exemption to Payroll Tax. For example, if your trainee/s is undertaking a one year traineeship, they can then continue into a second qualification extending the traineeship for a further two years. This means the Payroll Tax Exemption applies for three years.

## VIC

In Victoria **wages are exempt from Payroll Tax** if they are paid or payable to a re-employed apprentice or trainee:

- Whose initial employment ceased prior to the completion of their approved training contract,
- Who has been employed by another employer on or after 1 July 2016, and
- Who is continuing with the same type of approved training contract

The exemption applies irrespective of the length of time between the employment of the apprentice or trainee with the previous employer and the current employer, and only applies for the duration of the apprenticeship or traineeship.

It is available to each subsequent employer of the apprentice or trainee as they work toward completing their apprenticeship or traineeship.

## ACT

In ACT, first year wages of all new entrant trainees are exempt from payroll tax. This is a 6.85% discount on your payroll tax liability.

If a New Entrant Trainee is earning \$25,000, your business could save \$1712 for the year, or \$3425 if you have two trainees.

ACCM has sourced all the above information from the relevant state department website (see below) as at 08/01/2018. It is the responsibility of the employers to check Payroll Tax rules at the time they make decisions about Payroll Tax issues and they should not rely on this information sheet in isolation.

Eligibility rules apply to payroll tax exemptions and rebates.

NSW - <http://www.osr.nsw.gov.au>  
QLD - <http://www.business.qld.gov.au>  
TAS - <http://www.sro.tas.gov.au>

WA - <https://www.finance.wa.gov.au>  
VIC - <http://www.sro.vic.gov.au>  
ACT - <https://www.revenue.act.gov.au>



# ACCM College Student Progress Reports



## Keeping Track of your Trainee's Progress

ACCM understands that time is precious. That's why we have developed a real-time progress report that keeps you fully updated on your employee's progress throughout their course.

Whether you have one or 100 employees completing a qualification, the report will allow you to quickly identify:

- All employees that are enrolled in a qualification.
- Which course the employer is completing.
- How the employee is progressing e.g. whether they are on track or behind according to their timetable, and by how many subjects.
- The date each employee enrolled and when they are scheduled to complete their qualification.

Student Name	Course Name	Qual	Enr Type	Date Enrolled	Course Status	View Details
Filter..	Filter..	Filter..	Filter..	From To	Filter..	
Australian College Of Commerce And Management						
Mary Poppins	Certificate III in Business	BSB30115	SFT	21-11-2017	3 or More Subjects Behind	<a href="#">VIEW DETAILS</a>
Angela Hawker	Certificate III in Business Administration	BSB30415	STF	10-11-2016	3 or More Subjects Behind	<a href="#">VIEW DETAILS</a>

You can also view a more in-depth report for each individual employee by clicking on the "VIEW DETAILS" tab.

Name of Student	Enrolment Type	Course	Start Date	End Date	Status
Mary Poppins	State Funded Trainee	Certificate III in Business (BSB30115)	21/11/2017	23/07/2018	3 or More Subjects Behind

Unit Code	Unit Name	Planned Start	Planned End	Result	Result Date
<b>1 - Contribute to WHS Compliance</b>					
BSBWH302	Apply knowledge of WHS legislation in the workplace	20/11/17	20/11/17		
<b>2 - Deliver Customer Service</b>					
BSBDIV301	Work effectively with diversity	20/11/17	20/11/17		

At ACCM we are constantly updating our systems to make monitoring employee progress even easier. If you have any suggestions, please let us know.

# NSW TRAVEL CONCESSION



**Australian College**  
of Commerce & Management

If you are an Apprentice or Trainee, or studying while registered as looking for work with Centrelink, you may be eligible for travel concession.

## STEP ONE



Visit <https://apps.transport.nsw.gov.au/cec/>

- Have your entitlement details ready:
  - CID Number: Apprentice & Trainee
  - CRN: Job Seeker /approved recipient
- Your eligibility will be confirmed by Transport for NSW.

You will receive your Transport Concession Entitlement Card by mail within 8-10 days.

\* If you are NOT eligible, you should be alerted as you fill in the form.

## STEP TWO



Register online for your Opal Concession Card:

- Set up your Opal account.
- Order Concession Opal card (You will need your entitlement details again).
- You can choose to add money to your card right now - or add it later.

Once your request has been processed, your Opal card will be mailed out to you.

\* You can call Opal to check the status of your request on 13 67 25

## GOOD TO KNOW

### Avoid a fine!

When travelling, always carry your Transport Concession Entitlement Card and Opal Card with you.

### Concession time limit!

Concession eligibility must be renewed by 31 March each year for trainees - and every 90 days for others. Check the date on back of card.





# School Based Traineeships with ACCM College

1300 515 321

[info@accm.edu.au](mailto:info@accm.edu.au)

[accm.edu.au](http://accm.edu.au)

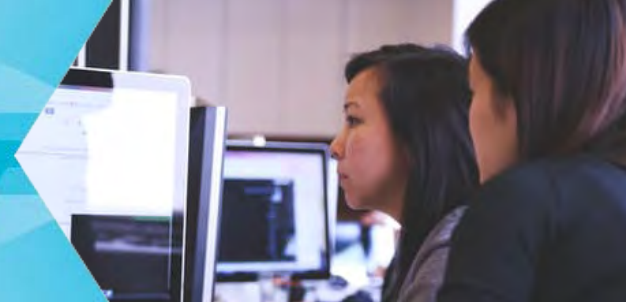
RTO ID 1441



**Australian  
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of Commerce & Management



# What is a School Based Traineeship?



## Overview

Australian School Based Apprenticeships and Traineeships are an important part of the National Australian Apprenticeship system. They develop the skills of young people and provide employers with keen and motivated young staff ready to learn about their chosen industry. The program combines paid part-time work, formal studies in that vocational field and allows the student to stay in school and finish their secondary education as well as achieve a vocational qualification.

## Student Benefits

School Based Traineeships allow students to achieve a nationally recognised qualification through combining formal training with practical paid employment. The students remain registered at school and have the workplace learning counted towards their senior school studies. For young people there is no better opportunity – a chance to develop their skills and knowledge in a real work environment, whilst still completing their senior school studies.

## Employer Benefits

For employers, School Based Traineeships offer an immediate flexible staffing option, as well as the opportunity to develop a pool of tailor-made workers, trained and ready to contribute after the HSC.

The paid work conducted by a School Based Trainee is scheduled to meet the needs of the employer and the minimum work requirements of School Based Trainees in that state. Paid work can be completed during evenings, weekends, school holidays and even standard work hours if suits.

# Eligibility and Areas of Study



## Eligibility

Any school student can be a School Based Trainee. There are no academic entry requirements, other than suitability for that vocation. They simply need a career goal and an employer who will give them a chance.

They will need to gain agreement from the school that they can undertake the School based traineeship in conjunction with normal school requirements.

The formal eligibility criteria to enter a School based Traineeship is that the student must:

The formal eligibility criteria to enter a School Based Traineeship are that the student must:

- Be at least 15 years of age
- Be enrolled at a school and continue school studies
- Undertake part-time work with an employer
- Undertake structured industry approved training in conjunction with their employer and training organisation (i.e. ACCM College)

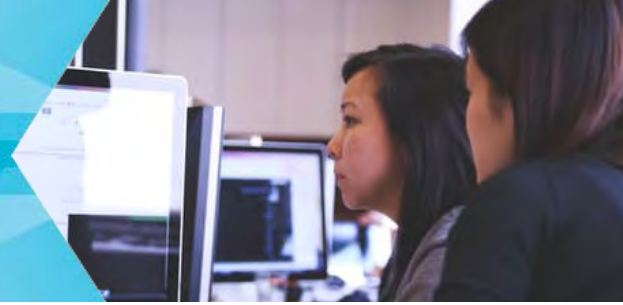
## Areas of Study

Most occupations support relevant School Based Traineeships.

ACCM College supports School Based Traineeships in the following vocational fields:

- Business
- Business Administration
- Financial Services
- Accounts Administration
- Information Technology
- Customer Engagement

# Working Pay Rates and Study Arrangements



## Working Arrangements and Pay Rates

Each state and territory sets the formal rules about how many hours and how regularly a School Based Trainee must work.

The rules are designed around ensuring:

- A minimum number of hours are worked over each year
- Regularity of work
- The ability to manage work, school and study commitments

The rules allow flexible options such as the school student working Thursday nights, or Saturdays during main school periods and more hours during school holidays. Some options allow work during a standard working week, subject to school commitments being met.

The employer must pay the student at current industry rates. Most awards detail traineeship rates of pay in the National Training Wage Schedule.

Apprenticeship Network providers can assist on advising what this is.

## Study Arrangements

Each state and territory sets the formal rules about how many hours a School Based Trainee must set aside to undertake their formal vocational certificate study.

The rules are designed around ensuring:

- The qualification is progressed throughout the traineeship
- Students complete with sufficient time for results to be counted towards their senior school studies

Generally a 3 hour per week study commitment is planned. This can be timetabled to avoid school exam time and planned periods of higher work hours. It is however a critical requirement of the program that the formal study is progressed and that the employer and school support the Colleges efforts to achieve this with the student.



# Fees for School Based Traineeships

## Study Fees

Student: No Student Fee

Employer: No Employer Fee

School: Pays a fee to the Department of Industry at commencement of the School Based Traineeship. The fee is the NSW published Smart and Skilled fee for that traineeship e.g. \$880. For public schools, this is invoiced to the Senior Pathways Department. Private schools should advise ACCM College on who to issue the invoice to.

## Smart and Skilled School Based Trainees Rules Fee Administration Policy

Students must be given access to the Smart and Skilled Policy before or at the time of enrolment. This link is to that policy:

[https://www.training.nsw.gov.au/forms\\_documents/smartandskilled/contract/sbats\\_fee\\_admin\\_policy\\_2019.pdf](https://www.training.nsw.gov.au/forms_documents/smartandskilled/contract/sbats_fee_admin_policy_2019.pdf)



# Getting Started



ACCM College make the process of enrolling a School Based Trainee really simple. We take care of the majority of the paper work so you can concentrate on running your business.

## What ACCM Will Do

ACCM will co-ordinate the following:

- Student enrolment
- School Based Traineeship Co-ordinator
- Apprenticeship Centre

## Employer Responsibilities

As the employer, all you will have to do is:

- Arrange for your School Based trainee to complete a quick, 5 minute, online enrolment
- Sign a Training Plan Proposal and Training Plan
- Support your School Based Trainee throughout their employment

## Contact Us:

Please get in touch if you have any questions or require more information.

**Email: [info@accm.edu.au](mailto:info@accm.edu.au)**

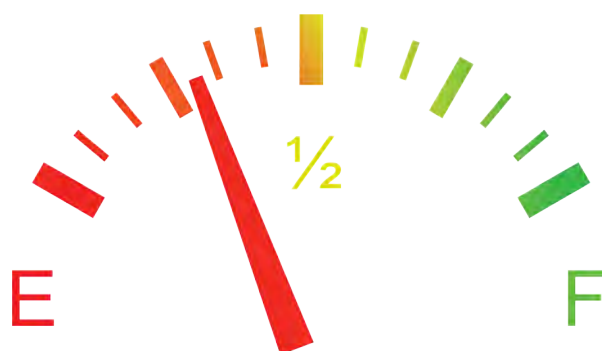
**Phone: 1300 515 321**

**Website: [www.accm.edu.au](http://www.accm.edu.au)**

# Is There Anything Else You Need?



**Running low  
on brochures?**



**Get in touch and we will send  
you some more!**

**[info@accm.edu.au](mailto:info@accm.edu.au)**

**[www.accm.edu.au](http://www.accm.edu.au)**

**1300 515 321**

**Is there anything that we are missing?  
Let us know if you would like us to include  
anything else in this brochure pack?**