Australian College of Commerce & Management

Opening up Opportunities

ACCM College offers traineeship qualifications in the following key industries:

- Business
- Administration
- Customer Engagement
- Leadership and Management
- Human Resources Management
- Finance and Insurance
- Mortgage Broking
- Credit Management
- Information Technology
- Supply Chain Operations

Let us help you pick a qualification that works best for your goals

ACCM College
2021 Course Catalogue

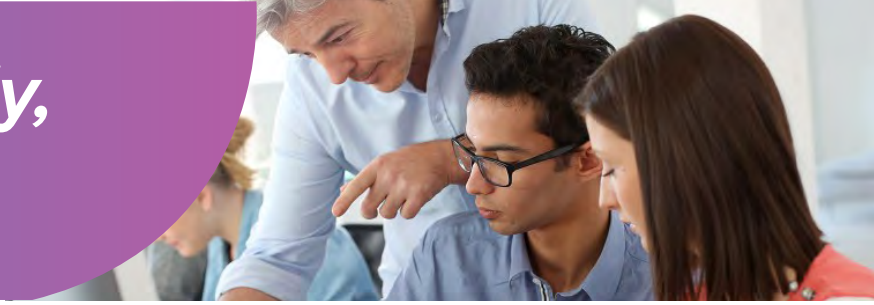
ACCM College are experts in delivering qualifications in Business, Finance, Information Technology, Leadership and Warehousing.

MORE INFORMATION

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

RTO Code - 1441

If you want to study, we want to help.



The ACCM College Course Catalogue outlines all ACCM courses available as traineeships in 2021. 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. 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 or call 1300 515 321.

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Accounting and Bookkeeping Courses

Not too taxing

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.

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.

*NCVER National Student Outcomes Survey 2020

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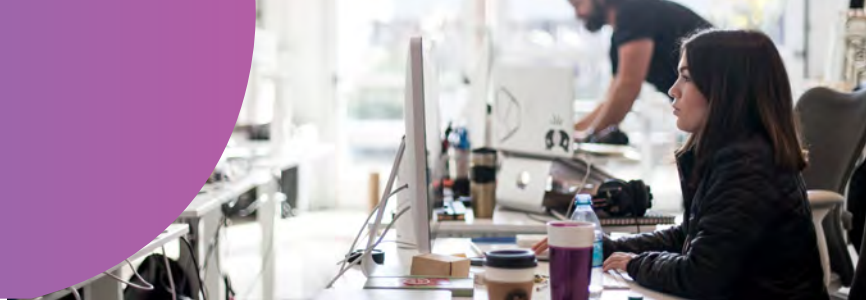
Business Courses

Let's talk business



Certificate II in Workplace Skills - BSB20120

The Certificate II in Workplace Skills 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.

Certificate III in Business - BSB30120

The Certificate III in Business will ensure that you develop the key business skills needed to thrive in any workplace across a wide range of industries. Our course materials are written by industry experts and cover such critical subject areas as, effective communication, workplace safety, sustainability, teamwork and outstanding customer service.

Certificate III in Business (Business Administration) - BSB30120

The Certificate III in Business (Business Administration) is a specialist administration course designed for entry level administrative staff looking to increase their office skills. Possible elective choices include word processing, spreadsheets, scheduling, mail and business writing.

Certificate III in Business (Medical Administration) - BSB30120

The Certificate III in Business (Medical Administration) 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.

Certificate III in Business (Records and Information Management) - BSB30120

Large organisations have sophisticated records management systems. Start a career in this specialist professional field with the Certificate III in Business (Records and Information Management). Learn about the control, retrieval and disposal of records, as well as the legislation and codes that apply to the record keeping sector.

Certificate III in Business (Customer Engagement) - BSB30120

Certificate III in Business (Customer Engagement) addresses the skills needed in customer contact roles in the growing contact and service 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 service centre and call centre systems and culture.

Certificate III in Legal Services - BSB30320

The Certificate III in Legal Services 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.

Certificate IV in Legal Services - BSB40620

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.

Business Courses
Let's talk business

Certificate IV in Business - BSB40120

Build on your existing business skills with the Certificate IV in Business. Ensure that you have the necessary customer service management and client relationship skills to be successful in your chosen industry. You will also master the techniques behind critical and creative thinking, professional development, business writing and safety management

Certificate IV in Business (Leadership) - BSB40120

Develop your existing leadership and business skills with the Certificate IV in Business (Leadership). Ensure that you have the necessary customer service management and client relationship skills to be successful in your chosen industry. You will also master the skills of team building, staff development and demonstrating strong leadership skills.

Certificate IV in Business (Business Administration) - BSB40120

Build on your existing administration skills with the Certificate IV in Business (Business Administration). This qualification will ensure that you have the necessary customer service management and client relationship skills to be successful in your chosen industry. You will also be able to choose between a range of Administrative electives such as word processing, spreadsheets, managing business resources, managing meetings and digital solutions for the workplace.

Certificate IV in Business (Business Operations) - BSB40120

Build on your existing business skills with the Certificate IV in Business (Business Operations). Ensure that you have the necessary customer service management and client relationship skills to be successful in your chosen industry. You will also master the techniques behind critical and creative thinking, professional development, business writing and safety management. As a special focus under Business Operations you will also develop your marketing and operational planning skills.

Certificate IV in Business (Records and Information Management) - BSB40120

Build on your existing business and recordkeeping skills with the Certificate IV in Business (Records and Information Management). Ensure that you have the necessary customer service management and client relationship skills to be successful in your chosen industry. You will also master the advanced skills you need to properly control essential business records, apply appraisal and classification systems and implement correct disposal actions.

Diploma of Business - BSB50120

The Diploma of Business offers a broad spectrum of Subjects to suit a multi-skilled office manager, You will master the techniques behind critical and creative thinking, professional development, business planning, sustainability and client relationships.

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Credit Courses

Show me the money

Certificate IV in Credit Management - FNS40120

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 - FNS51520

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.

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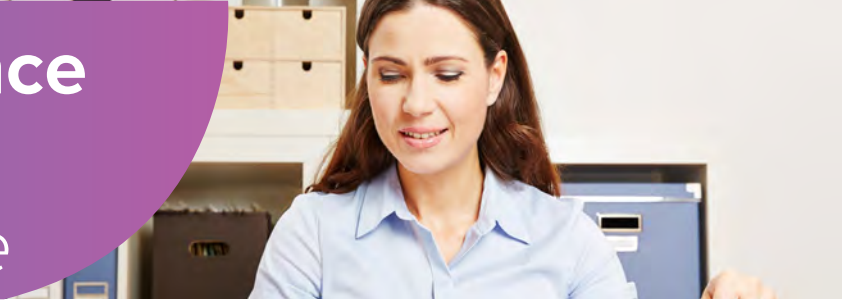
Finance and Insurance Courses

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.

Certificate III in Financial Services - FNS30120

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, r choose general finance and accounts clerical subjects if banking isn't your focus.

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.

Certificate IV in General Insurance - FNS41415

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 - FNS42020

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.

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.

Certificate IV in Financial Services - FNS41820

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.

Diploma of Finance and Mortgage Broking Management - FNS50315

On completion of the Diploma of Finance and Mortgage Broking you will gain a clear understanding of advanced broking skills, loan structures and risk management. Learn successful networking approaches to grow the opportunities and strategies to meet compliance obligations.

HR and Project Management Courses

Keeping it in check

Certificate IV in Human Resources - BSB40420

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.

Diploma of Human Resources Management - BSB50320

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.

Certificate IV in Project Management Practice - BSB40920

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.

Diploma of Project Management - BSB50820

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.

I.T. Courses

Let's do I.T.

Certificate III in Information Technology - ICT30120

The Certificate III in Information Technology is a hands-on qualification 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.

Certificate IV in Information Technology - ICT40120

The Certificate IV in Information Technology will provide you with the all-round technical skills you will need for a career in the areas of IT support, networks and troubleshooting. With a wide range of subjects covered, you will be rewarded with a well-rounded IT qualification.

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Leadership & Management Courses

Lead the way

Certificate IV in Leadership and Management - BSB40520

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.

Certificate IV in Business (Leadership) - BSB40120

Develop your existing leadership and business skills with the Certificate IV in Business (Leadership). Ensure that you have the necessary customer service management and client relationship skills to be successful in your chosen industry. You will also master the skills of team building, staff development and demonstrating strong leadership skills.

Diploma of Leadership and Management - BSB50420

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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Advanced Diploma of Leadership and Management - BSB60420

Advanced Diploma of Leadership and Management students will benefit from subjects that develop an understanding of strategic planning, business tactics and decision making, as well as how to shape, foster and control organisational change. Risk management, sustainability policy and financial budgets round off this qualification.

Advanced Diploma of Banking Services Management - FNS60620

The Advanced Diploma of Banking Services Management will help you develop high level skills in managing people performance and co-ordinating the sale of financial products and services. These are key skills in the ever changing banking sector. Other subjects include organisational change and continuous improvement with a focus on customer service management.

Warehousing and Logistics

Get organised

Certificate II in Logistics - TLI20119

There are a wide range of clerical and support staff in logistics operations. This course is an entry level qualification for those starting out in office and support roles in logistics. It provides key compliance training in safety and Chain of Responsibility as well as fundamental communication and customer service skills. Choose betweeen Sustainability and Stocktaking as a required technical elective; and then select one further elective covering Security Procedures or Keyboarding

Certificate II in Warehousing Operations - TLI20419

The Certificate IV in Work Health and Safety will advance your specialist safety knowledge and abilities across an impressive range of critical safety topics such as: risk management, WHS consultation and committees, managing safety incidents, monitoring safe work practices and sustaining safety information. This course suits safety officers and specialists.

Certificate III in Supply Chain Operations - TLI30319

This qualification covers the essential knowledge and skills to work in a warehouse environment. Subjects cover options like: despatching goods; receiving and storing stock; and also following security procedures for cargo and goods. Critical communication skills are covered to ensure that you can work effectively with colleagues and internal customers. Legal obligations under Workplace Health and Safety laws and also Chain of Responsibility and Fatigue Management laws are addressed in a practical way.

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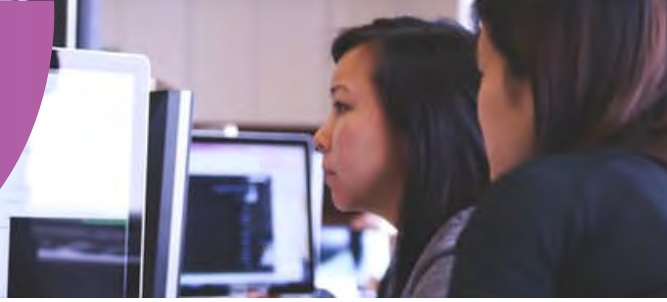
Traineeships and Benefits



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 4.85% 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*.

*Subject to traineeship eligibility as determined by an Apprenticeship Support Network provider and state payroll tax rules.

Need to Know

Online enrolment takes around 5 minutes and you will be able to start your course after your welcome and induction call.

All students are allocated a dedicated Student Adviser who will be in regular contact to help you gain your qualification.

When students submit assessments, we aim to have them marked 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

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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 Leadership** for over 24 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.

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.

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.

Our Team

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. At ACCM, our team of over 30 Student Advisers are only employed on a permanent basis and are all industry experts in the qualifications they deliver; giving our students the consistent and relevant support that they need.

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 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!

ACCM .edu.au

Australian College of Commerce & Management

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Enrolling Trainees with ACCM College

Australian College of Commerce & Management

ENROL ANY TIME

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

QUICK, PAPERLESS ENROLMENT

Enrolments are completed online, and take around 5 minutes.

IMMEDIATE START!

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.

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.

PAYROLL TAX REBATES & EXEMPTIONS

Australian College of Commerce & Management

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 4.85% on wages paid to any New Entrant trainee. 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 $2425 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 (2020-21) paid them $50,000 each, your rebate would calculate at ($100 000 x 50%) x 4.75% = $2375

TAS

Tasmania offer a Payroll Tax Rebate of 6.1% 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 x 6.1% = $9150

PAYROLL TAX REBATES & EXEMPTIONS

Australian College of Commerce & Management

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 - https://www.revenue.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

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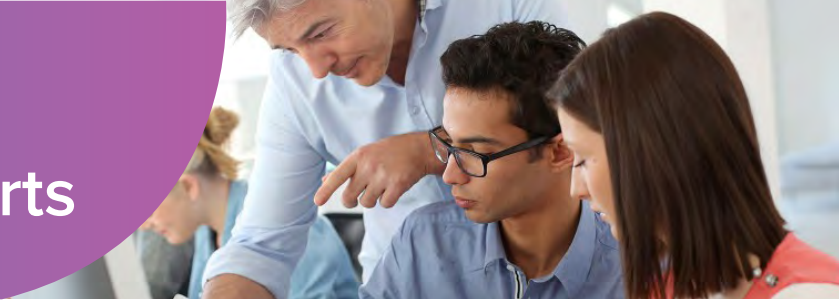
ACCM College Student Progress Reports



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.

Click to show closed students | Copy | Save Summary to CSV | Download Full Excel Report | Print Full PDF Report

Showing 1 to 56 of 56 entries

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	VIEW DETAILS
Angela Hawker	Certificate III in Business Administration	BSB30415	STF	10-11-2016	3 or More Subjects Behind	VIEW DETAILS

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

Time Complete (29%) Course Complete (0%)

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
1 - Contribute to WHS Compliance					
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20/11/17	20/11/17		
2 - Deliver Customer Service					
BSBDIV301	Work effectively with diversity	20/11/17	20/11/17		

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

Australian College of Commerce & Management

Opening up Opportunities

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- Business
- Administration
- Customer Engagement
- Leadership and Management
- Human Resources Management
- Finance and Insurance
- Mortgage Broking
- Credit Management
- Information Technology
- Supply Chain Operations

Let us help you pick a qualification that works best for your goals

ACCM College
School Based Traineeships

ACCM College are experts in delivering School Based Traineeships in Business, Finance, Information Technology, Leadership and Warehousing.

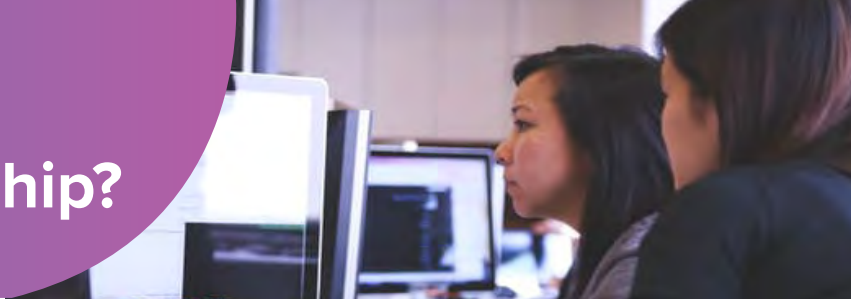
MORE INFORMATION

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

ANNIVERSARY 25 YEARS 1996 - 2021

RTO Code - 1441

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

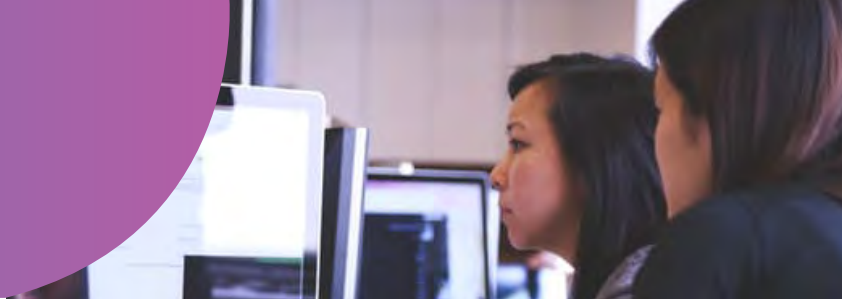
School Based Traineeships allow students to achieve a nationally recognised qualification through combining formal training with practical paid employment. The students remain registered at school and have the workplace learning counted towards their senior school studies. For young people there is no 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)

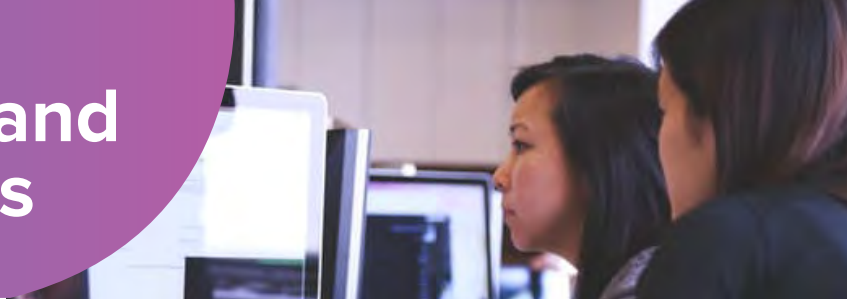
Areas of Study

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

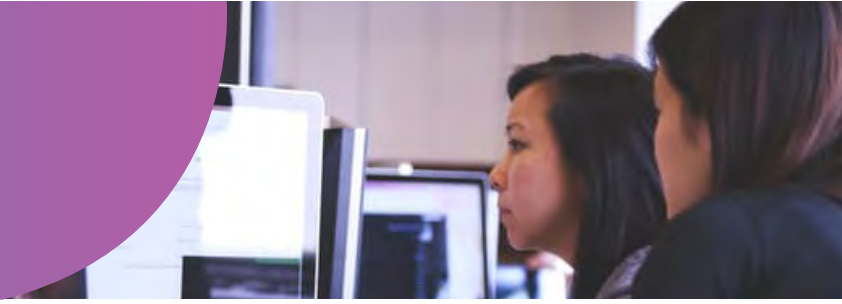
Each state and territory sets the formal rules about how many hours a School Based Trainee must set aside to undertake their formal vocational certificate study.

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.

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:

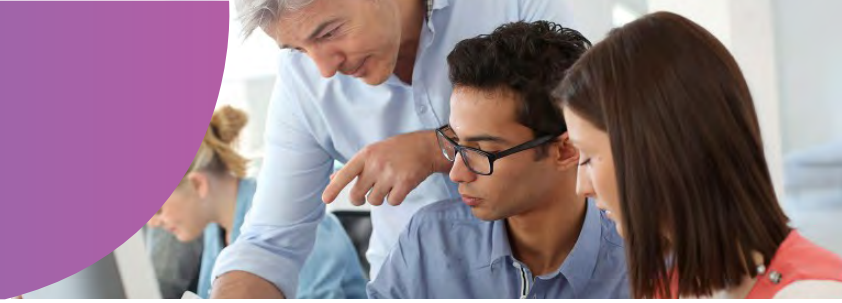
- Arrange for your School Based trainee to complete a quick, 5 minute, online enrolment
- Sign a Training Plan Proposal and Training Plan
- Support your School Based Trainee throughout their employment

Contact Us:

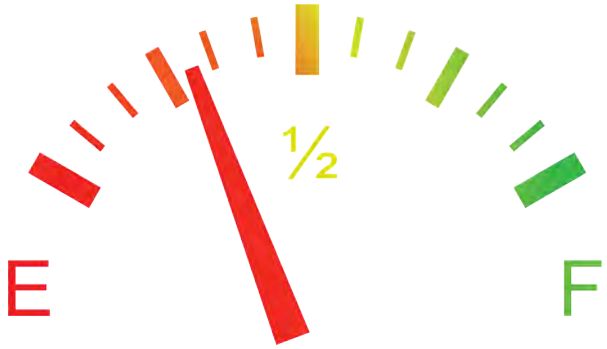
Please get in touch if you have any questions or require more information.

Email: info@accm.edu.au
Phone: 1300 515 321
Website: 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

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?