Business Services

PROGRESSION GUIDE – ASbA QUALIFICATION

Australian School-based Apprenticeships
Department of Education
**Working Together**

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

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

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

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

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**Australian School-based Apprenticeship – Key Phases**

<table>
<thead>
<tr>
<th>PHASE 1</th>
<th>PHASE 2</th>
<th>PHASE 3</th>
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<tbody>
<tr>
<td><strong>PRE-EMPLOYMENT</strong></td>
<td><strong>EMPLOYMENT</strong></td>
<td><strong>POST EMPLOYMENT AND TRAINING</strong></td>
</tr>
<tr>
<td><strong>ASbA STUDENT:</strong></td>
<td><strong>DOE ASbA TEAM:</strong></td>
<td>» Progress ASbA into:</td>
</tr>
<tr>
<td>» Preparation of ASbA student to be work ready</td>
<td>» Supports ASbA student</td>
<td>– Part-time Apprenticeship</td>
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<tr>
<td>» Conversation and information with employee, student, parents/guardians about ASbA</td>
<td>» Supports the business/industry</td>
<td>– Full-time Apprenticeship</td>
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<tr>
<td>» ASbA student may engage in a work experience/placement at business</td>
<td>» Reviews and monitors ASbA contract and compliance</td>
<td>– Full-time Employment</td>
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<tr>
<td><strong>EMLOYER:</strong></td>
<td><strong>SCHOOLS AND COLLEGES:</strong></td>
<td>» Continue with Industry Professional training</td>
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<tr>
<td>» Apprenticeship Centre engaged</td>
<td>» Work with student on personal learning/transition plan</td>
<td>» Continue with ongoing training</td>
</tr>
<tr>
<td>» Registered Training Organisation selected</td>
<td>» Support ASbA student towards TCE completion</td>
<td>– Certificate IV</td>
</tr>
<tr>
<td>» ASbA qualification selected</td>
<td>» Align courses and subjects that complement ASbA training</td>
<td>– Diploma</td>
</tr>
<tr>
<td>» Sign up ASbA student</td>
<td><strong>EMLOYER:</strong></td>
<td>» Pathway into University studies</td>
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<td></td>
<td>» Ensures ASbA employment requirements are undertaken</td>
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Combining learning with “on-the-job” training makes for a well-rounded skill set.
**Business**

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

**Progression**

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

**Example ASbA Qualification Advancement**

<table>
<thead>
<tr>
<th>CERTIFICATE II</th>
<th>CERTIFICATE III</th>
<th>CERTIFICATE IV</th>
<th>DIPLOMA/ASSOCIATE DEGREE</th>
<th>BEYOND</th>
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</thead>
<tbody>
<tr>
<td>Certificate III in Business Administration</td>
<td>Certificate IV in Leadership and Management</td>
<td>Diploma of Project Management Practice</td>
<td>Bachelor of Business Administration</td>
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<tr>
<td>Certificate III in Accounts Administration</td>
<td>Certificate IV in Project Management</td>
<td>Diploma of Accounting</td>
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<tr>
<td></td>
<td>Certificate IV in Human Resources</td>
<td>Advanced Diploma of Accounting</td>
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<tr>
<td></td>
<td>Certificate IV in Accounts Administration</td>
<td>Associate Degree of Applied Business</td>
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<td></td>
<td>Certificate IV in Bookkeeping</td>
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<td></td>
<td>Certificate IV in Work Health and Safety</td>
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* This is an example of Business Services learning pathways a student may choose to follow.

**Example Timeline ASbA Model**

**EXAMPLE START** | **COMMENCING** | **PROGRESSION**
---|---|---
January Year 11 | ASbA – 24 months while at school for the completion of Certificate II in Business | Progress to Certificate III

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

POSSIBLE CHOICES

» English Foundations 2
» English Applied 2
» English 3
» Business Studies Foundation 2
» Business Studies 3
» Legal Studies Foundation 2
» Accounting 3
» Economics 3

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

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

For more information

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