



SHAFSTON

RTO Code: 45694 CRICOS Code: 03917H

EMPLOYER **PACK**

SHAFSTON TRAINEESHIP PROGRAM

BAC Brochure | Timeline | Responsibilities | SRT0

Course Information | Enrolment Checklist | Justification Letter

Contact Information

Boosting Apprenticeship Commencements Wage Subsidy (BAC) and Completing Apprenticeship Commencements (CAC)



AT A GLANCE

From 5 October 2020 and 31 March 2022, the BAC and CAC program supports eligible businesses to take on new apprentices and trainees, to build a pipeline of skilled workers to support sustained economic recovery.



SUBSIDY KEY POINTS

One Year with BAC

- **50%** of the employee's annual salary - up to **\$28,000** subsidy for each employee for 12 month period

2nd and 3rd Year with CAC

- **10%** of the employee's annual salary - up to **\$6,000** in 2nd year and **5%** - up to **\$3,000** in 3rd year subsidy for each employee for 12 month period



EMPLOYER REQUIREMENT

- Business with an active and valid ABN



EMPLOYEE REQUIREMENTS

- Australian Citizen, Permanent Resident, New Zealand Passport Holder
- 15 Years old and above
- Permanent Position of Full time or Part time
 - Full time: 38 hrs/week
 - Part-Time 15 hrs & above/week
- **New Employee** - No restriction on Qualification
- **Existing Employee** - Be undertaking specific a Trades Based occupation



ENROLMENT REQUIREMENT

- Ongoing enrolment in relevant Certificate II or above course (Study mode: On the job training/Online)

ICT40120
CERTIFICATE IV IN INFORMATION TECHNOLOGY
\$8,000

BSB41419
CERTIFICATE IV IN WORK HEALTH AND SAFETY
\$8,000

BSB40120
CERTIFICATE IV IN BUSINESS
\$4,000

BSB50420
DIPLOMA OF LEADERSHIP AND MANAGEMENT
\$4,900

BSB50820
DIPLOMA OF PROJECT MANAGEMENT
\$5,000

CERTIFICATE III IN EARLY CHILDHOODEUCATION AND CARE
\$3,850

DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE
\$10,400

*The pricing indicates the maximum of course fees for each course. Fees are subject to training plan and employer resume assessment.

Disclaimer: This brochure serves as a brief introduction to the BAC program. For more or complete information, please visit the government's website: <https://www.dese.gov.au/boosting-apprenticeship-commencement>
 RTO: 45694 CRICOS: 03917H Mailbox: info@shafston.edu

How to Apply BAC?

Step 1 Understand your Responsibilities

Prior to the apprenticeship/traineeship, the obligations that employers shall understand include:

- Conducting Adequate Training Arrangement, i.e., Supervision, Range of Work and Training Facility resources;
- Paying wage apprentices or trainees;
- Satisfying working hour requirements;
- Designing a training plan with a Registered Training Organisation (RTO);
- Conducting compulsory training records;
- Ensuring the workplace health and safety;
- Constructing a training contract with an AASN provider;
- Identifying entitled incentives and subsidies.

Step 2 Employ an Apprentice or a Trainee

The employer can pick and choose an apprentice or trainee from: **Existing non-casual staff; Jobseeker Websites.** Prior to the apprenticeship/traineeship, the obligations that an apprentice/trainee shall understand include:

- Following the conditions set out in their employment contract;
- Performing work as directed by their supervisor;
- Behaving politely and professionally;
- Following all legal instructions;
- Not wasting, damaging or injuring properties or goods of the employer;
- Working towards the completion of the training;
- Doing the compulsory training record when required.

Step 3 Consult with an AASN Provider

The Employer shall contact one of the Apprenticeship Support Network (AASN) providers to:

- Choose a qualified training partner (Supervising RTO);
- Sign a training contract;
- Conduct induction and the probationary period.

Step 4 Work with your Supervising RTO

The Employer shall meet the following obligations by working with a Supervising RTO to:

- Provide on-the-job and off-the-job training;
- Provide a suitable range of work, facilities and supervision;
- Ensure an appropriate training speed;
- Report any 'notifiable events';
- Resolve any issues with the apprentices/ trainees;
- Make amends to the training contract.

Step 5 Complete your Apprenticeship/ Traineeship

Upon completion, the apprentice or trainee shall receive:

- A Qualification Certificate from the RTO;
- A Completion Certificate from the Australian Government.

How Shafston Can Help?

Shafston has been operating for 25 years. We have educated more than 120,000 students and received numerous accolades.

For BAC program, Shafston and our trainers can provide you with:

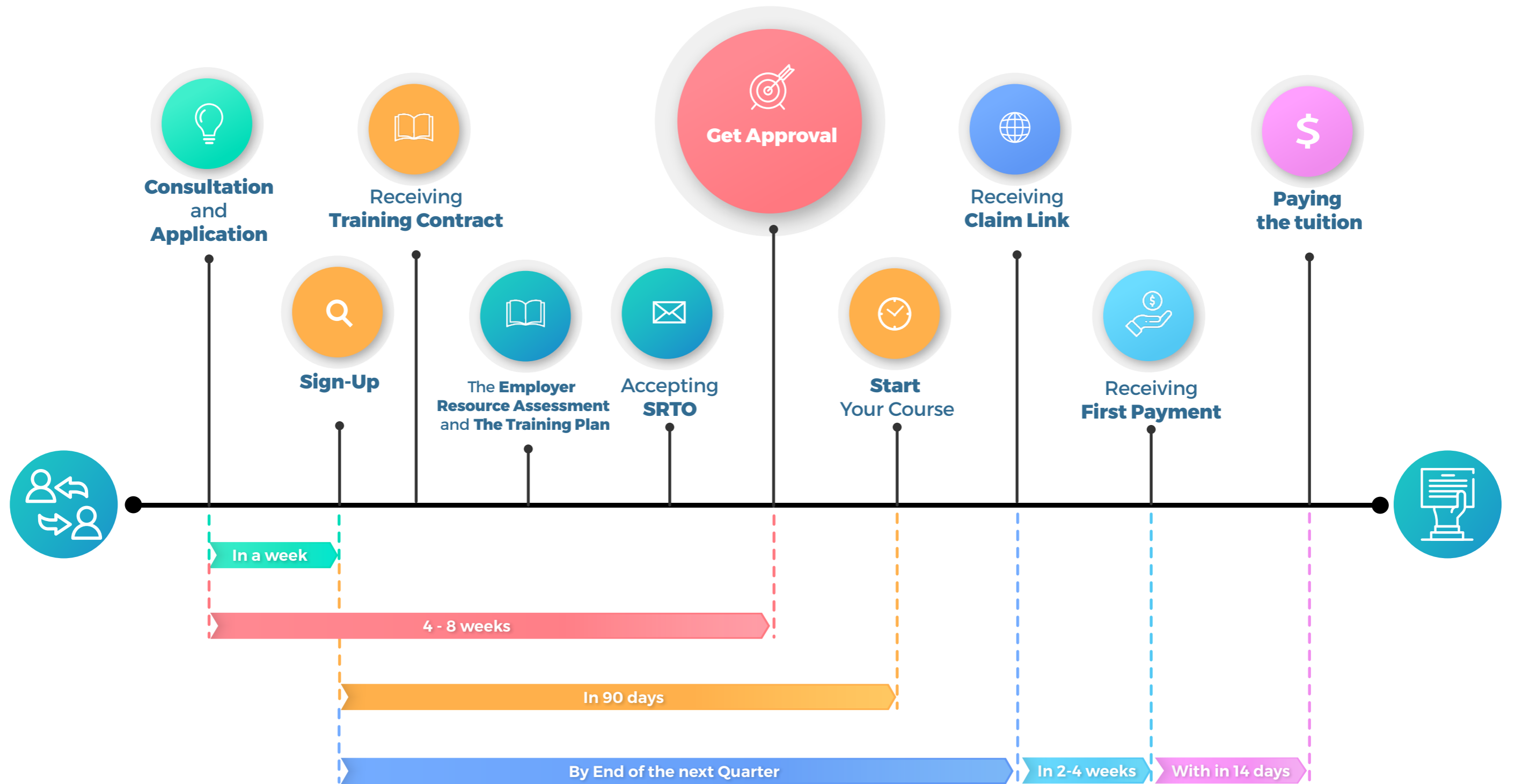
- The basic introduction about BAC program, relevant courses and training plan;
- Consultation services when you are contacting and organising interviews with an AASN provider;
- The arrangement of training plan and schedule according to you and your apprentices/trainees' specific needs;
- Supervision of the whole apprenticeship/traineeship;
- Corresponding services to cater for your and government's needs during the training;
- The review and approval of graduation when the training ends.



Disclaimer: This brochure serves as a brief introduction to the BAC program. For more or complete information, please visit the government's website: <https://www.dese.gov.au/boosting-apprenticeship-commencement>
 RTO: 45694 CRICOS: 03917H Mailbox: info@shafston.edu



BAC PROCESS TIMELINE



*Timeline is for reference only and may vary depending on specific circumstances

EMPLOYER RESPONSIBILITIES

MEET LEGAL OBLIGATIONS

This involves:

- conforming with relevant Australian Government and State/Territory legislation, relating to Australian Apprenticeships.

PROVIDE A SAFE WORKING ENVIRONMENT

This involves:

- providing a safe workplace, free from bullying and verbal, physical, racial and sexual abuse;
- ensuring that all occupational health and safety requirements are addressed; and
- providing an appropriate introduction to the workplace, stressing those core occupational health and safety requirements essential to workplace safety.

SUPPORT STRUCTURED TRAINING

This involves:

- providing opportunities to develop knowledge and skills;
- lodging Training Contract documentation with the relevant authorities, selecting a Registered Training Organisation and enrolling the Australian Apprentice within the timeframe determined by your State/Territory Training Authority;
- participating in the development of the training plan and providing facilities and expertise to assist in the training of the Australian Apprentice in the agreed qualification (this may include on-the-job training, supervision from competent people, mentoring, or time to undertake off-the-job training);
- ensuring that a record of training is maintained; and
- at reasonable intervals (not more than 3 months), review and update the apprentice's or trainee's training record.

ensuring that the relevant authorities are notified on the completion of the Training Contract, or advising them in instances where the Training Contract is in danger of not being completed.

PROVIDE SUPERVISION AND SUPPORT

This involves:

- providing the Australian Apprentice with a nominated workplace supervisor and could involve a coaching or mentoring arrangement, especially for Australian Apprentices with little experience of work; and
- being mindful that Australian Apprentices under the age of 18 are minors, and that their parents or guardians have legal responsibility for them.

Employer should not obstruct or discourage and place them at a disadvantage apprentice/trainee from participating in the training required.

ADVISE AUSTRALIAN APPRENTICES OF THEIR RIGHTS AND RESPONSIBILITIES

This involves:

- ensuring that Australian Apprentices are encouraged to raise issues and problems both in the workplace and with the Registered Training Organisation;
- advising them of entitlements, such as wages, conditions etc;
- ensuring that the Australian Apprentice is aware that help and assistance are also available from the relevant State/Territory Training Authority; and
- providing comprehensive induction processes for commencing Australian Apprentices to ensure that they are aware, from the time of commencement, of the proposed training program, workplace safety requirements and their rights and responsibilities.

NOTIFYING CHANGES OF THE APPRENTICESHIP/ TRAINEESHIP

Employer must notify the AASN provider or the Department of any of the following events:

- Amendment/cancellation of the training contract
- Nominal training term extension
- Changes of your business
- Temporary transfer/suspension/ending of the training contact
- Apprentice/trainee has made an application for unfair dismissal, reinstatement, or commenced another proceeding contesting the cessation of employment.

APPRENTICE/TRAINEE RESPONSIBILITIES

BE AWARE OF AND MAKE A COMMITMENT TO FULFIL WORK RESPONSIBILITIES

This involves:

- attending and performing work in a professional and courteous manner in accordance with the employer's requirements;
- taking care of workplace property and resources;
- respecting the rights of other Australian Apprentices and employees in the workplace;
- remembering that information obtained from the employer must be kept confidential and not disclosed without approval from the employer; and
- obtaining consent from a parent or guardian, if you are less than 18 years of age.

BE AWARE OF AND MAKE A COMMITMENT TO FULFIL TRAINING RESPONSIBILITIES

This involves:

- making all reasonable efforts to achieve the competencies specified in the training plan and undertaking any training and assessment required;
- participating in the development of the training plan;
- attending training sessions or supervised workplace activities and taking advantage of learning opportunities; and
- maintaining a record of training such as a training record book.

THE RESPONSIBILITIES OF THE APPRENTICE OR TRAINEE

This involves:

- Complete and sign a training contract with the employer with the assistance of the Australian Apprenticeship Support Network (AASN) provider.
- Together with the employer, select a training organisation.
- Attend work, do the job and follow the employer's lawful instructions.
- Undertake the training and assessment required under the training plan.
- Pay student contribution fees to their training organisation (the employer may pay these on the apprentice or trainee's behalf).
- Do not terminate the apprenticeship or traineeship before completion unless the apprentice or trainee and their employer mutually agree to cancel the training contract and notify the AASN provider or the department accordingly by signed notice.
- If it appears all required training and assessment will not be completed before the nominal completion date, talk to the employer and training organisation about applying to extend the training contract.



SUPERVISOR RESPONSIBILITIES

THE SUPERVISOR'S ROLE

As a supervisor you will act as a role model and workplace coach. The apprentice or trainee will look to you for guidance and help in learning how to do their job.

You will need to organise and record both on-the-job and formal training activities undertaken in the workplace, as well as provide assessment evidence to the RTO assessor, if required.

You will also assist the apprentice or trainee in gaining access to equipment and training as needed or outlined in the Training Plan. Individual learning styles vary between individuals and between workplaces — for instance some individuals learn best from written instructions while others prefer practical demonstration.

Some organisations provide opportunities for learning in a simulated work environment while others train on the shop floor. Training, whether delivered by the RTO or by you, will be easier and more effective if the apprentice or trainee's preference for a particular learning style can be recognised and accommodated.

AN EFFECTIVE WORKPLACE SUPERVISOR:










- provides a safe and supportive workplace
- integrates learning tasks into work activities based on the Training Plan
- manages safety and production risks while training
- acts as a role model
- meets with the RTO regularly to ensure effective training delivery and assessment practices and to review progress through the Training Plan
- manages the apprentice or trainee's training needs and motivation
- helps the apprentice or trainee develop problem solving and general employability skills
- provides regular feedback and encouragement
- promotes independence and self-direction in learning
- maintains records of progress.

WHAT DOES A WORKPLACE SUPERVISOR DO?

Different supervisors will do different things, depending on the workplace and the kind of training being undertaken. For example, with employment-based or distance apprenticeships and traineeships the workplace supervisor will participate in delivering structured training to the learner with the help of the RTO. In more traditional apprenticeships the structured training is delivered in the RTO's classroom and the supervisor is more involved with coaching the learner in understanding how the classroom instruction translates to the workplace.

SOME OF THE THINGS YOU WILL DO ARE SHOWN BELOW:

THE WORKPLACE SUPERVISOR

 Explain your role to the apprentice or trainee	 Familiarise the apprentice or trainee with the workplace	 Liaise with the RTO about training
 Discuss the Training Plan with the apprentice or trainee	 Give clear instructions on work tasks	 Provide on-the-job training and coaching to complete tasks
 Monitor progress towards completion	 Provide encouragement and feedback	 Keep records

Once the apprenticeship or traineeship is underway, you can also focus on checking progress through regular meetings with the apprentice or trainee to ensure the Training Plan is being followed and that the training record book, if issued, is signed off. Remember that feedback is important as it allows the apprentice or trainee to measure their progress, be encouraged and gain confidence.



SHAFSTON
www.shafston.edu

SHAFSTON'S RESPONSIBILITIES AS A SRTO

INFORMATION TO GET STARTED

There must be a supervising registered training organisation (SRTO) for each apprentice and trainee. When a registered training organisation (RTO) accepts the role of SRTO, they undertake to deliver specified services, including developing a training plan for the apprentice or trainee and monitoring the delivery of the training and assessment stated in it.

CHOOSING A SRTO

The employer and apprentice or trainee will select a registered training organisation (their SRTO), as part of the signing and registration of the training contract.

RTOs offer different ways of training. In choosing their SRTO the employer and apprentice or trainee should consider what an RTO offers and how it would meet their needs, such as where and how the training would be delivered (e.g. by block attendance, in the workplace, online, via correspondence).

Some RTOs are funded by the Department of Employment, Small Business and Training to provide training for most apprenticeships and some traineeships, at a reduced cost, under the User Choice program.

The employer and apprentice or trainee have the option to use one of these RTOs or to choose another RTO. The Australian Apprenticeship Support Network (AASN) provider can assist in making an appropriate choice, while the MySkills website provides details of RTOs located nearby.

RESPONSIBILITIES OF THE SRTO

The SRTO will:

- Provide the employer and apprentice or trainee with all relevant information regarding the training and assessment requirements of the apprenticeship or traineeship.
- Ensure the apprentice or trainee, their parent or guardian (if applicable) and the employer are aware of the costs associated with the RTO's services and any implications government funding contributions may have on future training.
- Assess the employer's capacity to supervise and train the apprentice or trainee.
- Provide, or arrange to provide, the apprentice or trainee with the facilities, services, supervision and training required under their training plan.
- For school-based training contracts, work with the parties and the school to develop and agree on a schedule of education, training and employment which impacts on the student's school timetable.
- Negotiate and develop the training plan with the employer and apprentice or trainee within strict timeframes.

- Provide the apprentice or trainee with a training record within 14 days after the training plan has been signed. The training record may be in any appropriate format (e.g. paper-based, electronic).
- At intervals of no more than three months, request the apprentice or trainee to produce the training record and, when produced, keep it accurate and up-to-date by entering into it the particulars of the training and assessment they have completed.
- Assist the employer and others who contribute to the apprentice or trainee's training to understand their roles and responsibilities in planning workforce tasks and delivering workplace training relevant to the apprentice or trainee's training.
- Ensure that all training and assessment required to be delivered under the training plan is delivered to the apprentice or trainee.
- Arrange additional learning support, if required.
- Advise the department if an apprentice or trainee is not progressing under the training plan.
- Manage disputes regarding competence as per the SRTO's appeals and complaints resolution process.
- Issue the qualification stated in the training plan upon successful completion.
- Sign a completion agreement together with the employer and apprentice or trainee, when the apprentice or trainee has completed all training assessment required, validating their competency in the workplace. Send the completion agreement to the department within 10 days of signing it.
- Contact the department if an apprenticeship or traineeship is fulfilled but the employer (or the apprentice/ trainee) does not sign a completion agreement.

CHANGING THE SRTO DURING THE TERM OF THE TRAINING CONTRACT

A change of SRTO may occur during an apprenticeship or traineeship, provided the employer and apprentice or trainee (and parent/guardian, if applicable) agree. The employer must notify an SRTO they are replacing, in writing at least 14 days before the replacement takes effect, and the replaced SRTO must:

- provide to the apprentice or trainee a qualification or a statement of attainment confirming the units of competency completed under the training plan up to the replacement day, and
- update the training record reflecting any training completed since the previous update.

When the new RTO agrees to become the SRTO, that organisation must meet all the responsibilities mentioned in this information sheet, including developing a new training plan within 28 days after the replacement.

CERTIFICATE IV IN WORK HEALTH AND SAFETY BSB41419

COURSE SUMMARY

This qualification applies to individuals working in a work health and safety (WHS) role who provide a broad range of technical knowledge and skills, and have some limited responsibility for the output of others.

The qualification applies to those working as supervisors, WHS personnel, and workers in other WHS-related roles who manage risks effectively, apply relevant WHS laws, and contribute to WHS within the workplace in known or changing contexts with established parameters.

OCCUPATIONAL RESULT

Australian Standard Classification of Occupations:

SAFETY INSPECTOR

JOB RESPONSIBILITY

Inspects machines, equipment, working conditions and public places to ensure compliance with government and industry standards and regulations, in relation to occupational health and safety. Registration or licensing may be required.

Tasks Include:

- examining equipment specifications, and inspecting and testing machines, equipment and clothing to ensure compliance with safety standards and serviceability
- inspecting factories and other work sites to ensure compliance with government and industry standards and regulations
- observing workers to ensure protective devices are being utilised according to regulations and that combustible and other hazardous materials are used and stored in accordance with approved procedures
- conducting tests in work areas to detect toxic fumes, explosive gas-air mixtures and other work hazards
- ensuring fire prevention equipment and other safety supplies, such as first aid kits, stretchers and blankets, conform to standards
- assisting in conducting safety meetings and campaigns, and organising training in general safety principles in keeping with regulations
- advising organisations on ways to comply with occupational health and safety legislative requirements
- investigating incidents and fatalities, to determine causes and to collect evidence of non-compliance with occupational health and safety legislation

BSB41419 Units of Competency	
Unit	Unit Type (Core or Elective)
BSBWHS412 - Assist with workplace compliance with WHS	Core
BSBWHS413 - Contribute to implementation and maintenance of WHS consultation and participation processes	Core
BSBWHS414 - Contribute to WHS risk management	Core
BSBWHS415 - Contribute to implementing WHS management systems	Core
BSBWHS416 - Contribute to workplace incident response	Core
BSBINS401 - Analyse and present research information	Elective
BSBWHS418 - Assist with managing WHS compliance of contractors	Elective
BSBSUS411 - Implement and monitor environmentally sustainable work practices	Elective
BSBLDR411 - Demonstrate leadership in the workplace	Elective
BSBWRT411 - Write complex documents	Elective



SHAFSTON
www.shafston.edu

DIPLOMA OF PROJECT MANAGEMENT BSB50820

COURSE SUMMARY

Project Administrators handle the administrative functions of an organisation's projects and programs. They oversee the project's daily functions to ensure deadlines and compliance requirements are met, and usually report to a Project Manager or senior management.

OCCUPATIONAL RESULT

Australian Standard Classification of Occupations:

PROJECT AND PROGRAM ADMINISTRATOR

JOB RESPONSIBILITY

Plans and undertakes administration of organisational programs, special projects and support services.

Tasks Include:

- developing, reviewing and negotiating variations to contracts, programs, projects and services
- responding to inquiries and resolving problems concerning contracts, programs, projects, services provided, and persons affected
- managing paperwork associated with contracts, programs, projects and services provided
- working with Project Managers, Architects, Engineering Professionals, owners and others to ensure that goals are met
- advising senior management on matters requiring attention and implementing their decisions
- overseeing work by contractors and reporting on variations to work orders
- preparing and reviewing submissions and reports concerning the organisation's activities
- collecting and analysing data associated with projects undertaken, and reporting on project outcomes
- reviewing and arranging new office accommodation

BSB50820 Units of Competency	
Unit	Unit Type (Core or Elective)
BSBPMG530 - Manage Project Scope	Core
BSBPMG531 - Manage Project Time	Core
BSBPMG539 - Manage Project Governance	Elective
BSBPMG533 - Manage Project Cost	Core
BSBPMG532 - Manage Project Quality	Core
BSBPMG536 - Manage Project Risk	Core
BSBPMG540 - Manage Project Integration	Core
BSBPMG537 - Manage Project Procurement	Elective
BSBTWK502 - Manage Team Effectiveness	Elective
BSBPMG534 - Manage Project Human Resources	Core
BSBPMG535 - Manage Project Information and Communication	Core
BSBPMG538 - Manage Project Stakeholder Engagement	Elective



SHAFSTON
www.shafston.edu

DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB50420

COURSE SUMMARY

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

OCCUPATIONAL RESULT

Australian Standard Classification of Occupations:

GENERAL MANAGER

JOB RESPONSIBILITY

Plans, organises, directs, controls and reviews the day-to-day operations and major functions of a commercial, industrial, governmental or other organisation through departmental managers and subordinate executives.

Tasks Include:

- planning policy, and setting standards and objectives for organisations
- providing day-to-day direction and management of organisations, and directing and endorsing policy to fulfil objectives, achieve specific goals, and maximise profit and efficiency
- assessing changing situations and responding accordingly by issuing commands and directives to subordinate staff
- consulting with immediate subordinates and departmental heads on matters such as methods of operation, equipment requirements, finance, sales and human resources
- authorising the funding of major policy implementation programs
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility
- preparing, or arranging for the preparation of, reports, budgets and forecasts, and presenting them to
- selecting and managing the performance of senior staff
- may undertake responsibility for some or all of accounting, sales, marketing, human resources and other specialist operations

BSB50420 Units of Competency	
Unit	Unit Type (Core or Elective)
BSBTWK503 - Manage Meetings	Elective
BSBOPS504 - Manage Business Risk	Elective
BSBPEF501 - Manage Personal and Professional Development	Elective
BSBPEF502 - Develop and use Emotional Intelligence	Core
BSBLDR523 - Lead and Manage Effective Workplace Relationships	Core
BSBLDR522 - Manage People Performance	Elective
BSBTWK502 - Manage Team Effectiveness	Core
BSBCRT511 - Develop Critical Thinking in Others	Core
BSBOPS505 - Manage Organizational Customer Service	Elective
BSBCMM511 - Communicate with Influence	Core
BSBSUS511 - Develop Workplace Policy and Procedures for Sustainability	Elective
BSBOPS502 - Manage Business Operational Plan	Core



SHAFSTON
www.shafston.edu

CERTIFICATE IV IN BUSINESS BSB40120

COURSE SUMMARY

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

OCCUPATIONAL RESULT

Australian Standard Classification of Occupations:

OFFICE MANAGER

JOB RESPONSIBILITY

Organises and controls the functions and resources of an office such as administrative systems and office personnel.

Tasks Include:

- contributing to the planning and review of office services, and setting priorities and office service standards
- allocating human resources, space and equipment
- assigning work to and monitoring work performance of staff
- managing records and accounts of the office
- liaising with Professionals to coordinate office business and to facilitate resolution of problems
- ensuring office equipment and supplies are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision

BSB40120 Units of Competency	
Unit	Unit Type (Core or Elective)
BSBCRT411 - Apply critical thinking to work practices	Core
BSBTEC404 - Use digital technologies to collaborate in a work environment	Core
BSBTWK401 - Build and maintain business relationships	Core
BSBWHS411 - Implement and monitor WHS policies, procedures and programs	Core
BSBWRT411 - Write complex documents	Core
BSBXCM401 - Apply communication strategies in the workplace	Core
BSBPEF502 - Develop and use emotional intelligence	Elective(A)
BSBPEF501 - Manage personal and professional development	Elective(B)
BSBPEF401 - Manage personal health and wellbeing	Elective(A)
BSBSUS511 - Develop workplace policy and procedures for sustainability	Elective(E)
BSBTWK502 - Manage Team Effectiveness	Elective
BSBCMM511 - Communicate with Influence	Elective



SHAFSTON
www.shafston.edu

CERTIFICATE IV IN INFORMATION TECHNOLOGY ICT40120

COURSE SUMMARY

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

The skills required for these roles may include, but are not restricted to:

- database development: interpreting specifications, technical designs and flow charts, modifying software applications, constructing technical specifications from models and testing, and writing technical documents
- database maintenance: managing, cleaning, storing and verifying organisational data, and evaluating compliance with internal and external data ethics regulations and legislation
- gaming development: creating 2D and 3D modelling and animation software through scripts and storyboards
- networking: installing, configuring and testing networks and servers in organisations
- programming: building, testing and applying basic object-oriented language skills, user interfaces and software developments
- systems administration support: implementing maintenance procedures and support to help troubleshoot system applications
- web development: designing website layouts through textual and visual content transfer, search engine optimisation and simple markup language documents.

OCCUPATIONAL RESULT

Australian Standard Classification of Occupations:

COMPUTING SUPPORT TECHNICIAN

JOB RESPONSIBILITY

Provides technical advice and support to users of computer software and hardware.

Tasks include:

- determines software and hardware requirements to provide solutions to problems
- adapts existing programs to meet users' requirements
- answers queries on software and hardware problems
- installs and downloads appropriate software
- ensures efficient use of applications and equipment

ICT40120 Units of Competency	
Unit	Unit Type (Core or Elective)
BSBCRT404 - Apply advanced critical thinking to work processes	Core
BSBXCS404 - Contribute to cyber security risk management	Core
ICTICT426 - Identify and evaluate emerging technologies and practices	Core
ICTICT443 - Work collaboratively in the ICT industry	Core
ICTICT451 - Comply with IP, ethics and privacy policies in ICT environments	Core
ICTPRG302 - Apply introductory programming techniques	Core
ICTSAS432 - Identify and resolve client ICT problems	Core
ICTWEB431 - Create and style simple markup language documents	Elective(G)
ICTWEB432 - Design website layouts	Elective(G)
ICTWEB433 - Confirm accessibility of websites	Elective(G)
ICTWEB434 - Transfer content to websites	Elective(G)
ICTWEB443 - Implement search engine optimisations	Elective(G)
ICTWEB450 - Evaluate and select a web hosting service	Elective(G)
ICTWEB452 - Create a markup language document	Elective(G)
ICTCLD301 - Evaluate characteristics of cloud computing solutions and services	Elective(H)
ICTCLD401 - Configure cloud services	Elective(H)
ICTICT428 - Select cloud storage solutions	Elective(H)
ICTPRG437 - Build a user interface	Elective(E)
ICTPRG440 - Apply introductory programming skills in different languages	Elective(E)
ICTICT449 - Use version control systems in development environments	Elective(E)



SHAFSTON
www.shafston.edu

SHAFSTON TRAINEESHIP PROGRAM ENROLMENT CHECKLIST

FORMS

1. Employer Record Form	<input type="checkbox"/>
2. Course Application Form for Trainee	<input type="checkbox"/>
3. Offer Letter	<input type="checkbox"/>
4. Employer's Declaration and Payment Summary	<input type="checkbox"/>
5. ERA Form	<input type="checkbox"/>
6. Training Plan	<input type="checkbox"/>
7. Supervisor's Letter of Support	<input type="checkbox"/>

SUPPORTING EVIDENCES

1. Trainee's ID	<input type="checkbox"/>
2. Supervisor's resume	<input type="checkbox"/>
3. Supervisor's relevant qualification (only if the qualification is relevant)	<input type="checkbox"/>
4. Other supporting evidence to prove Supervisor's skill and experience (if applicable)	<input type="checkbox"/>
5. Employer's Justification Letter	<input type="checkbox"/>
6. Other supporting evidence to demonstrate Course relevance (Job Description, WHS procedures, Etc.) (if applicable)	<input type="checkbox"/>

SHAFSTON RESPONSIBILITY

1. Shafston officer has explained the responsibilities of the employer.	<input type="checkbox"/>
2. Shafston officer has explained the responsibilities of the supervisor.	<input type="checkbox"/>
3. Shafston officer has explained the responsibilities of the trainee.	<input type="checkbox"/>







SHAFSTON
www.shafston.edu

JUSTIFICATION LETTER

A STATEMENT EXPLAINING THE FOLLOWING PRINCIPLE ARE REQUIRED TO BE PROVIDED BY THE EMPLOYER.

WILL THE TRAINEESHIP HELP THE EMPLOYER AND THE TRAINEE ACHIEVE THE DESIRED OCCUPATIONAL OUTCOME(S)?

 <p>Has the Employer confirmed that the supervisor's job duties involve the skills and knowledge that are required for the chosen course?</p>	 <p>Has the Employer confirmed that the apprentice/trainee's CURRENT/FUTURE job duties involve the skills and knowledge delivered by the chosen course?</p>	 <p>For what reason has the Employer decided to let their employee to study the chosen course?</p>	 <p>Has the employer confirmed that the supervision ratio is sufficient?</p>
--	--	---	---

To whom It may concern,

As the authorized representative of **ABC Pty Ltd**, I confirm that we support our **Office Manager Peter Anderson** to apply for the traineeship studying a **Diploma of Leadership Management**. We have appointed **Mary Cove** as Peter Anderson's supervisor for the duration of his traineeship.

Peter Anderson's **current position is a managerial role**. His core task is to manage the company's daily operations including the Finance and IT Department. Having said this, his daily job duties meet the skills and knowledge outcome of a Diploma of Leadership and Management. We strongly agree that by undertaking this course, Peter Anderson will be able to strengthen his capability to perform his job duties.

Peter Anderson's supervisor Mary Cove on the other hand, oversees the daily of operation of all the ABC branches and reports directly to the Board. Peter Anderson reports to Mary Cove and Mary Cove's job duties also align with the skills and knowledge covered by a Diploma of Leadership and Management.

One of our **Managers Leon Kerle** is retiring in **3 years' time**. We intend to promote Peter Anderson to Leon Kerle's position. Hence, this course will equip Peter Anderson with the skills and knowledge to handle Leon Kerle's role. Peter Anderson and Mary Cove work together most of the time at our head office and this relationship will allow more than sufficient support throughout Peter Anderson's studies.



WHO TO CONTACT?

FOR MORE INFORMATION YOU CAN CONTACT SHAFSTON SCHOOL OF BUSINESS



BY EMAIL EMPLOYER@SHAFSTON.EDU



BY CALLING US ON 07 3249 4124

FURTHER INFORMATION CONTACT

- The nominated AASN provider.
- Fair Work Ombudsman on 13 13 94, regarding employment concerns.
- Workplace Health and Safety on 1300 362 128, regarding workplace health and safety concerns.
- Governing Body of each state regarding apprenticeship or traineeship
 - QLD
<https://desbt.qld.gov.au/training/apprentices>
 - NSW
https://www.training.nsw.gov.au/apprenticeships_traineeships/index.html
 - SA
<https://www.sa.gov.au/topics/work-and-skills/becoming-an-apprentice-or-trainee/start>
 - WA
<https://www.dtwd.wa.gov.au/apprenticeship-office>
 - TAS
<https://www.skills.tas.gov.au/home>
 - NT
<https://nt.gov.au/employ/apprenticeships-and-traineeships/become-an-apprentice-or-trainee/how-to-get-an-apprenticeship-or-traineeship-in-nt>
 - ACT
<https://www.skills.act.gov.au/apprenticeships>



SHAFSTON
www.shafston.edu



SHAFSTON



VISIT OUR CAMPUS

WWW.BUSINESS.SHAFSTON.EDU

46 THORN STREET, KANGAROO POINT
BRISBANE QLD 4169 AUSTRALIA

RTO CODE: 45694 | CRICOS PROVIDER CODE: 03917H