

future
focused
skills



Trainee Talent for Business

Attract and retain quality staff

Traineeships create an opportunity for businesses to cultivate a future workforce tailored to their specific needs and culture.



About business traineeships



In the current employment market, where competition for candidates is high, investing in a business trainee is a strategic move for any business.

The business traineeship pathway is a 12-month program designed to attract and engage those new to the workforce in an administrative or support role. Trainees get tailored, on-the-job training that equips them with relevant, real-world skills.

The dual approach of practical and theoretical learning ensures that your employee can apply their knowledge right away, thereby enhancing their capability and confidence in the role. Trainees complete the nationally recognised BSB30120 Certificate III in Business over 12 months while actively contributing as a team member.

Training is delivered in a blended format incorporating online course materials, resources and support paired with workplace-based assessments. The blended format is designed to enable learners to be fully immersed in the 'rhythm' of your workplace environment to establish relationships and produce tangible outputs.

A talent pipeline for succession

Employers use traineeships to attract and retain talent in this tight job market.

The combination of on-the-job effort and formal learning offered by the traineeship model drives innovation, critical thinking, and is a competitive advantage for organisations looking to secure their talent pipeline and a clear development pathway.

Role Options

The role options are limitless. Business trainees work in almost any industry in job roles such as:

- Administrative Assistant
- Medical Receptionist
- Customer Service Representative
- Payroll Assistant
- Finance Support Officer

Elective Streams

Trainees can undertake one of five specialisations aligned to the identified job role and responsibilities:

- Customer Engagement – for roles that are customer facing
- Business Administration – for roles providing finance support
- Medical Administration – for 'front of house' support in medical and healthcare fields
- Records and Information Management – for roles requiring record management and document control
- General Business – for roles providing broad administrative support in various business functions and units

Sourcing trainee talent

MiTraining's sister company MIGAS Apprentices & Trainees specialises in sourcing, selecting and managing your trainee workforce from commencement through to completion. Trainee candidates are selected to match your brief and can include secondary school students completing the traineeship in a part-time capacity. If you already have an employee on board MIGAS can also convert them to the business traineeship pathway.

Structured Training

MiTraining delivers the BSB30120 Certificate III in Business with set electives in five specialisations chosen to reflect the work outcomes, skills and knowledge required to be successful in contemporary workplace settings.

The qualification has 13 units of competency made of six core units and seven electives in each stream.

Core Units

1. BSBCRT311 Apply critical thinking skills
2. BSBPEF201 Support personal wellbeing in the workplace
3. BSBUS211 Participate in sustainable work practices
4. BSBTWK301 Use inclusive work practices
5. BSBWHS311 Assist with maintaining workplace safety
6. BSBXCM301 Engage in workplace communication

General Business Elective Stream

BSBTEC301 Design and produce business documents

BSBPEF301 Organise personal work priorities

BSBTEC302 Design and produce spreadsheets

BSBWRT311 Write simple documents

BSBXTW301 Work in a team

BSBINS302 Organise workplace information

SIRXCEG002 Assist with customer difficulties

Business Administration Elective Stream

BSBTEC301 Design and produce business documents

BSBWRT311 Write simple documents

BSBPEF301 Organise personal work priorities

BSBFIN301 Process financial transactions

BSBFIN302 Maintain financial records

BSBPUR301 Purchase goods and services

BSBOPS301 Maintain business resources

Entry requirements

There are no formal prerequisites or requirements to enter the qualification, except that trainees must be 16 years of age or older. On enrolment, your employee may be required to complete a language, literacy and numeracy assessment to inform any learning support needs during their training.

Customer Engagement Elective Stream

BSBTEC301 Design and produce business documents

BSBWRT311 Write simple documents

BSBPEF301 Organise personal work priorities

BSBOPS304 Deliver and monitor a service to customers

BSBOPS305 Process customer complaints

SIRXCEG002 Assist with customer difficulties

SIRXPDK001 Advise on products and services

Medical Administration Elective Stream

BSBTEC301 Design and produce business documents

BSBWRT311 Write simple documents

BSBPEF301 Organise personal work priorities

BSBMED301 Interpret and apply medical terminology appropriately

BSBMED302 Prepare and process medical accounts

BSBMED303 Maintain patient records

BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment

Records & Information Management Elective Stream

BSBTEC301 Design and produce business documents

BSBWRT311 Write simple documents

BSBPEF301 Organise personal work priorities

BSBINS302 Organise workplace information

BSBINS303 Use knowledge management systems

BSBINS307 Retrieve information from records

BSBINS308 Control records

Fees

Traineeships can attract government incentives and subsidies. Trainees may be paid less than a standard employee to recognise that they are 'in training'. Visit www.mittraining.edu.au for more information.

Recognition of Prior Learning

RPL is an assessment pathway that recognises the trainees existing skills and knowledge.

If you believe your employee is a suitable candidate for RPL, please contact MiTraining for support with this process.

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