

Advantages of a trainee

Traineeships are one of the best ways to get job training and qualifications. Traineeship training is highly-regarded by business and industry, and is government-regulated. Traineeships will provide an avenue for you as the employer to have your staff equipped, empowered and encouraged to perform much needed tasks on the job. Some of the advantages you will experience by engaging a trainee in business administration are:

- Work base training and assessing
- Workplace relevant training
- Access to a professional up to date trainer in the workplace
- Employees who are equipped with relevant skills and knowledge
- Input into the subjects and areas of learning that focus on your real needs
- Government funding (only of those who are eligible)

Want to know more

Beeken Pty Ltd understands the pressure businesses are under in today's market, the decision to hire a trainee is one that should be done with knowledge and consideration.

Beeken Pty Ltd offers you a non obligation **free consultation** to discover if a trainee is truly the need of your workplace at this current time. We advise that employers who are considering employing a trainee take us up on this free consultation it will only take approx 30 min of your time and you will be equipped to make a decision about engaging in a valuable asset like a trainee.

The BSB30407 Certificate III in Business Administration is a very flexible qualification offering you many choices of units that will really meet the needs of your current workplace. Call us today to discover more about a traineeship today.

Contact us on 1300 738 900

Beeken Pty Ltd is a registered training organisation (number 91472) providing education and training solutions in various locations in Australia. We are known for our ability to provide industry related training programs that do truly equip, encourage and empower our students. We work alongside companies, organisations, government agencies and individuals to create powerful solutions to real needs developing a platform for acquiring knowledge, skills and versatility.

Other Services Beeken Pty Ltd offer

Vocational Training and Education
Workplace Traineeships
First Aid Courses
Interpersonal Training and Development
Business Skills Training and Development
Customer Service Training and Development
Professional Development Training Programs
Customised In house Training
Human Resource and Business Consultancy

Mission Statement:

Equipping Empowering Encouraging
Individuals, Teams, Companies and Organisations
To reach their full potential
Adding Prosperity and Quality to our Nations Future



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**Beeken Pty Ltd is on the NSW
Government Approved Providers
List for Traineeships**

Need new office staff

Consider a trainee

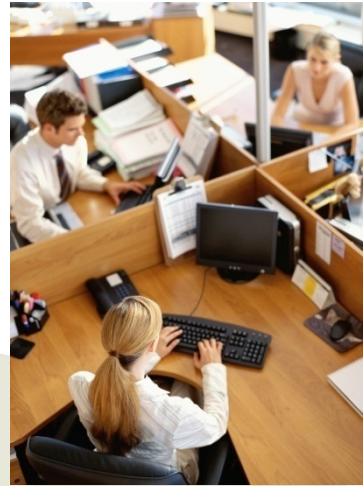


Phone 1300 738 900

Why Choose Beeken

Possible job titles relevant to this traineeship

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Data Entry Operator
- Word Processing Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator



Do you need a new administration team member? Consider a traineeship and have the right skills imparted while on the job. A trainee can be an asset to your business today, take the step and talk to us about the skills you need in your office.

About Traineeships

Traineeships are jobs that combine work and structured training. Although they vary from one industry to another, traineeships include:

- Paid employment under an appropriate industrial arrangement (for example the state award).
- A Training Contract that is signed by both the employer and trainee and registered with the NSW Department of Education and Training (DET).
- A qualification, delivered by a Registered Training Organisation that meets the requirements of a declared traineeship in NSW and leads to a nationally recognised qualification.

Advantage of a traineeship!

Traineeships are flexible offering you as an employer the following advantages:

- Delivered completely in the workplace with regular assistance from a trainer and assessor
- The training can be customised to meet the needs of the employer
- The traineeship can be part time or full time
- Can be offered to existing workers (workers currently in the workforce)
- Easily linked to further vocational education and training and university studies.

About the qualification

The BSB30407 Certificate III in Business Administration reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. The trainee/ employer will be required to complete a total of 13 units from a selection of the following broad competency areas:

- IT Use
- Occupational Health and Safety
- Financial Administration
- General Administration
- Writing
- Customer Service
- Diversity
- Information Management
- Innovation
- Interpersonal Communication
- Product skills and advice
- Sustainability
- Workplace Effectiveness

This qualification offers you flexibility to ensure that the employee is equipped in the vital skills needed by your organisation

- We will work with you to design the training program which best suits your workplace
- We offer flexible and relevant training solutions which produces real results
- We offer student coaching on the phone and the internet ensuring that our students have the support and encouragement
- Our trainers do workplace visits regularly during the duration of the traineeship
- We consult with the workplace to promote need related outcomes for the employer and the trainee

- We are on the NSW approved providers list enabling eligible organisations to tap into government funding

We have the ability to service most areas in NSW contact us today and discover why others choose Beeken



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