



# ➔ BSB31015

## Certificate III in Business Administration (Legal)

### TRAINEESHIP

#### ABOUT ACBC

Australian Careers Business College (ACBC) is approved by the NSW Government as a training provider for selected Traineeships under the NSW Smart & Skilled Program (RTO Code 90271 DOI provider code 681). We have been providing quality training to employers for over 22 years. Go to [www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) for more details.

#### ABOUT THE COURSE

The Certificate III in Business Administration (Legal) is ideal for businesses of all sizes in the legal/conveyancing sectors. The Traineeship is a twelve month full time Traineeship (38 hrs. per week). It is also available as a part-time Traineeship. It is an ideal entry-level qualification for new entrants to the workplace. The course includes training to support a wide range of duties such as customer service; keyboarding and word processing; filing; checking and processing data entry; court processes and protocols and a broad range of legal specific office administration duties.

This Traineeship has thirteen (13) units of competency delivered in an on-the-job setting with ACBC Trainers and assessors visiting your workplace to monitor Trainee progress and to assess their competence leading to a nationally recognised qualification being issued on completion.

*The units of competence cover a wide range of skill areas associated with working in an Office Administration role at entry-level in a legal /conveyancing environment.*

#### UNITS FOR THIS COURSE ARE AS FOLLOWS:

##### Unit Code and Title

- ➔ BSBLEG301 Apply knowledge of the legal system to complete tasks
- ➔ BSBITU307 Develop keyboarding speed and accuracy
- ➔ BSBLEG305 Use legal terminology in order to carry out tasks
- ➔ BSBWRT301 Write simple documents
- ➔ BSBITU302 Create electronic presentations
- ➔ BSBADM307 Organise schedules
- ➔ BSBWOR204 Use business technology
- ➔ BSBLEG304 Apply the principles of confidentiality and security within the legal environment
- ➔ BSBLEG303 Deliver court documentation
- ➔ BSBLEG302 Carry out search of the public record
- ➔ BSBLEG308 Assist in prioritising and planning activities in a legal practice
- ➔ BSBITU304 Produce spreadsheets
- ➔ BSBWHS201 Contribute to health and safety of self and others

**Call 9824 0000 or email [svet@acbc.nsw.edu.au](mailto:svet@acbc.nsw.edu.au)**

ACBC is a Registered Training Organisation (RTO) No. 90271.

## ABOUT TRAINEESHIPS

Traineeships in NSW involve a contract between an employer, a Trainee and the NSW Government. Traineeships attract a range of subsidies and financial incentives from both state and commonwealth governments and they have been proven to be a sustainable and effective way to train people in the workplace.

A great benefit of signing up a Trainee and selecting ACBC as your training provider, is that your Trainees don't have to lose any time from your workplace. Our Trainer will visit your Trainee in the workplace and set tasks and assessments that are relevant to their job. They learn on the job with you and our Trainees support this with formal learning and assessment.

## INCENTIVES FOR EMPLOYERS

There are many benefits for you as an employer by adding a Trainee to your team. These may include:

- \$1250 from the Commonwealth government when you sign up a new entrant FULL TIME trainee
- \$2500 when your trainees completes their one-year Traineeship
- Further incentives are available for Trainees who progress to another higher level Traineeship
- Payroll tax rebates may be applicable to employers of Trainees
- Reduction in workers compensation premiums may be applicable to employers of Trainees
- Low and manageable wages for Trainees based on Award rates set especially for Trainees (see below)
  - Training subsidised by NSW Government
- Unfair dismissal laws do not apply to Traineeships.

This Traineeship is recognised as a 'Non-NSNL (non-national skills list) and Non-priority occupation' under the 'Financial Incentives and Benefits for Employers' issued by the commonwealth government, and as such is not available to existing employees.

## ABOUT WAGES FOR TRAINEES

This Traineeship is a Level A wage under the National Training Wage arrangements. Most modern awards defer to MA000104 Miscellaneous Award 2010 for Traineeship pay rates (see extract below). This is the case for MA000116 Legal Services Award, which covers most people employed as Trainees for the legal sector.

### (a) Wage level A

The minimum rate for a full-time trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to wage level A by clause E.6.1 is the weekly rate specified in Column 2 of Table 1—Wage level A minimum weekly rate for full-time trainees (AQF Certificate Level I–III traineeship) according to the highest year of schooling completed by the trainee specified in that column and the experience level of the trainee specified in Column 1.

More details on awards can be found at:

[www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/step-2](http://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/step-2)

**Table 1—Wage level A minimum weekly rate for full time trainees (AQF Certificate Level I–III traineeship)**

Experience level of trainee	Highest year of schooling completed		
	Year 10 per week	Year 11 per week	Year 12 per week
School leaver	\$312.20	\$343.80	\$409.60
Plus 1 year out of school	\$343.80	\$409.60	\$476.60
Plus 2 years out of school	\$409.60	\$476.60	\$554.70
Plus 3 years out of school	\$476.60	\$554.70	\$635.10
Plus 4 years out of school	\$554.70	\$635.10	
Plus 5 years or more out of school	\$635.10		

**Call 9824 0000 or email  
svet@acbc.nsw.edu.au**

## CONTACT US TO GET STARTED

Traineeships are a win-win for you, your business and the Trainees. Let us help you to start a Trainee in your business. **If you would like to speak with one of our Careers Advisors about recruiting and signing up a Trainee, call Svetlana Kuzmar on 02 9824 0000.** We can answer all of your questions and guide you through the process of sign ups.

One of our team will be in touch soon to explore if you are ready to make a difference to your business with a new Trainee.



**AUSTRALIAN CAREERS**  
Business College  
*'Empowerment Through Education and Training'*