



### Learn about Business whilst building a Business

Business is more than just administration, data entry and filing, business today is about innovation, customer experience and commercialisation. The future employment opportunities require young people to have more than just good admin skills, they will need to be critical and creative thinkers, problems solvers and changemakers.

In this innovative traineeship, students will learn the business basics from planning, finances and operations, to digital marketing and customer engagement, teamwork, innovation and communication skills.

Through a series of practical and theory training, assessment, online and face to face delivery, participants will complete this holistic nationally recognised qualification and gain valuable industry experience through working in an entrepreneurial business!

### BSB30115 Certificate III in Business with an Entrepreneurship focus

Theme	Unit Code	Unit Title
Business and Finance	BSBWHS302	Apply knowledge of WHS legislation in the workplace
	BSBFLM305	Support operational plan
Finance	BSBFLM309	Support continuous improvement systems and processes
	BSBFIA301	Maintain financial records
Problem Solving & Ideation	BSBCRT401	Articulate, present and debate ideas
	BSBCRT301	Develop and extend critical and creative thinking skills
Market and Customer Analysis	ICTWEB201	Use social media tools for collaboration and engagement
	ICTWEB302	Build simple websites using commercial programs
	BSBCUE203	Conduct customer engagement
Teamwork	BSBINN301	Promote innovation in a team environment
	BSBWRK311	Develop self-awareness
	BSBFLM311	Support a workplace learning environment
Presentation and Pitching	BSBITU306	Design and produce business documents
	BSBCMM401	Make a presentation

### Are you a business owner? Or interested in helping shape a young person's future?

Upstart are looking for employers and businesses that would like to support through guest speaking, mentoring or hosting young people during their journey to building a career in Business. If you would like to get involved, please contact:

**Greg Whitford – Business Manager Upstart**  
**Greg.whitford@upstarthq.com.au**  
**0430 866 372**

Upskill Learning\* in collaboration with Erton Institute RTO 22130

# Upstart School Based Traineeship 2020

## Are you ready to shape your future?



### Who is the Employer?

The employer for the **Certificate III in Business with an Entrepreneurship focus** traineeship is Upstart Entrepreneurial Challenge Ltd ABN 32 603 997 566.

Upstart is an entrepreneurial education charity that delivers educational programs to prepare students for the jobs of today and the future.

### Why is Upstart the right employer for my child?

Upstart have been educating students for over 6 years, and as industry experts and educators we understand the challenges that young people face today in the workforce.

### How will this traineeship help my child gain future employment?

Trainees will gain a nationally accredited Certificate III in Business whilst developing experience through building a series of Upstart popup businesses; products and or services developed by young people for young people.

Trainees will gain experience at all levels of business from governance, finance, administration, e-commerce, digital marketing and retail.

Employers value the Certificate III in Business qualification as it provides a benchmark to gauge the level of skill and knowledge a potential employee has.

### Will my child develop their own business by the end of the traineeship?

Not necessarily... It may not be suitable for all trainees to build their own business. It is anticipated that upon completion of their traineeship trainees will have the foundational knowledge and skills of business processes to work effectively in any business at an entry level.

### Timetable

13 hours per week: 6 hours training and 7 hours of paid work. These hours are a compulsory requirement.

### Hours

Wednesday: 1pm – 6pm (training)  
Thurs or Fri: 9am – 4.30pm (paid work)

### Location

The theory classes and employment locations are held in a central Geelong facility with wheelchair access.

### Assessment

Project-based learning with theory and practical assessments throughout the year.

### Special Requirements

Interview with the employer will be required.

### RTO Partner

Upskill Learning\* in Collaboration with Erton Institute:  
RTO 22130

### Pathways

On successful completion of the traineeship students will:

- Be eligible for the award of BSB30115 Cert III in Business
- Receive a year 11 unit 1+2 and year 12, 3+4 sequence
- Receive recognition of prior learning towards further studies

**Eligibility** Students in years 10-12, over 15 years of age. To be eligible to join the program, students must demonstrate genuine interest in business at interview.

### Program Costs

Enrolment Fee: \$500  
Program Tuition Fee: \$300  
Material Costs: \$100  
Concession is available for eligible applicants

Program fees cover the use of the facilities, insurance, specialist workshops, guest speakers and excursion costs where applicable. Material costs cover all learner resources, workbooks, and all other course related materials. The fees do not include specialist printing, web hosting, computer and other devices. Government Funding is available if eligible.