

Apprenticeship and traineeship head start

Educational Pathways Program



Pre-traineeship skills course

Business and Banking Maxima Training Group

Kick-start your traineeship

As part of the Educational Pathways Program, Maxima is offering a pre-traineeship skills course in Business. By studying four units with the Certificate II in Workplace Skills. During this course, you will also attend 3 days of industry immersion, learning on-the-job skills and experiencing the different roles and responsibilities within the Business industry.

Unlock your future options

Completing this course and the below units of competency can earn you credits for further learning!

Units of competency: **Being Effective at Work**

BSBPEF201 Support personal wellbeing in the workplace

BSBTWK201 Work effectively with others

Essential Service Skills

BSBOPS202 Engage with customers

BSBOPS203 Deliver a service to customers

Course Details

Start date Monday 2 September 2024

End date Friday 13 September 2024

Duration 10 Days (including 3 days of industry immersion)

Location Suite 4, 308 High Street, Penrith

Training Provider Australian College of Commerce and Management

Eligibility

- 15 years and over and in year 10-12
- Australian or NZ citizen, Australian Permanent resident or humanitarian visa holder

Cost \$0 (Fully subsidised by the NSW Govt.)

Keen to apply?

To sign up, speak to your Careers Advisor at your local Blacktown School.

For more information contact Maxima via IndigenousEnquiries@maxima.com.au



Frequently Asked Questions

1. What is a Group Training Organisation (GTO) and what is their role in this program?

A GTO is an organisation that specialises in helping young people move into Apprenticeships and Traineeships or school-based apprenticeship or traineeship (SBAT). The GTO's role in this program is to support students through the program and assist students with career advice and support.

2. What will occur during the program?

The program will include formal training that is interactive and hands on followed by a potential for work experience or an industry immersion experience.

3. What are the benefits of the program?

The program includes nationally recognised training therefore if you choose to pursue the qualification through an Apprenticeship or Traineeship or SBAT you will receive a credit transfer.

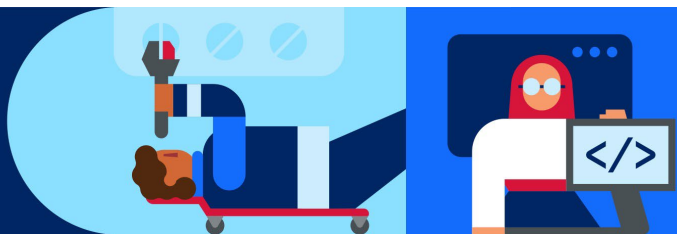
4. How does work experience happen?

Work Experience is organised by the GTO as a part of the program. This usually occurs after the formal training. Work experience could be from 3 days to 2 weeks providing you with an understanding of what it would be like to work in the industry. You may be asked to attend the work experience via public transport or other means.

5. What happens after the program?

If you wish to take the next step towards a career, you will be able to discuss options with your school's School Based Apprenticeship and Traineeship (SBAT) Engagement Officer or the GTO to start looking at future career goals. There are several pathways available, including:

- Apprenticeship or traineeship facilitation with the GTO
- Continued vocational education with SBAT programs
- [Participation in other EPP initiatives](#)



6. What is the Business industry?

- Administration
- Business
- Banking and Finance

7. What are the top 3 pros of working in the business industry?

- Diversity of roles and experiences
- Customer Service and Administrative Knowledge
- Career Growth and Development

8. What are the available traineeship opportunities in the business industry?

Full-time Traineeship and School-based Traineeship

- Banking Consultant
- Business Administration
- Local Government First Nations Unit
- Retail Banking
- Customer Service
- Front of House

9. What are some roles and their annual earning capacity you can progress to within the business sector

Entry level, customer service and retail commence at \$47,000 per year

Mid level management roles \$90,000 – \$110,000 per year

10. Where can I find out more about the industry sector and career opportunities?

For other career opportunities visit [Maxima.com.au](https://www.maxima.com.au)

[Click here](#) or scan the below QR code to hear from recent Maxima trainees

