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2022 / 2023 Compulsory SBAT Classes for Business

All classes are facilitated virtually using Microsoft Teams. Students will access their virtual class via the Student Portal, by following the link on the Student Services tab on our website at www.kts.edu.au.

| Term 4 2022 | HSC Year 1			
Week	**Date**	**Time**	**Topic**
2	18/10/2022	11.00am – 12.00pm	Cluster introduction & Practical requirements
3	25/10/2022	11.00am – 12.00pm	BSBWRT311 Write simple documents
4	01/11/2022	11.00am – 12.00pm	BSBWRT311 Write simple documents
5	08/11/2022	11.00am – 12.00pm	BSBTEC201 Use business software applications
6	15/11/2022	11.00am – 12.00pm	BSBTEC201 Use business software applications
7	22/11/2022	11.00am – 12.00pm	BSBINS302 Organise workplace information
8	29/11/2022	11.00am – 12.00pm	BSBINS302 Organise workplace information
9	06/12/2022	11.00am – 12.00pm	BSBINS302 Organise workplace information
10	13/12/2022	11.00am – 12.00pm	**RECAP & ALL TERM 4 / HSC YEAR 1 UOC's DUE**

Notification
Please note the change in class time to 10.00am – 11.00am in 2023.

Occurrence ID: 45967

T 02 4353 7188
E info@kts.edu.au
www.kts.edu.au

KARBEN
Training Solutions

Registered Training Organisation
National ID 91167

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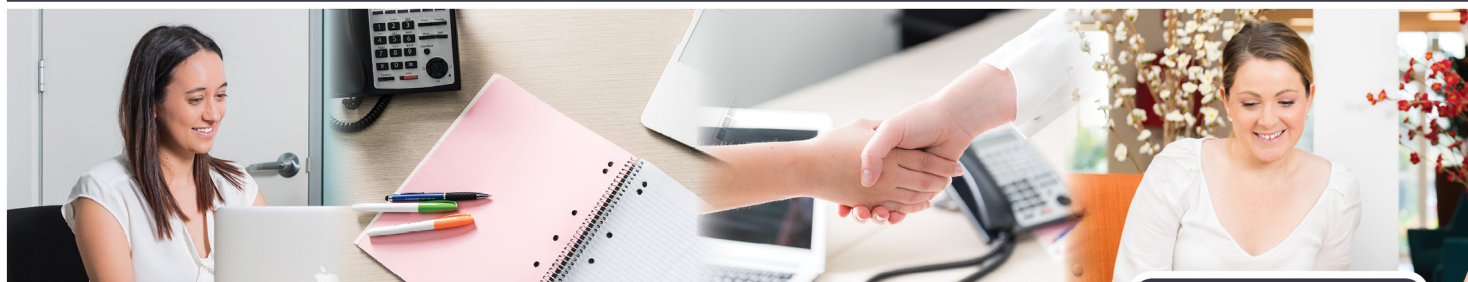
2022 / 2023 Compulsory SBAT Classes for Business

Term 1 2023 | HSC Year 2			
Week	**Date**	**Time**	**Topic**
3	07/02/2023	10:00am - 11:00am	Cluster introduction & Practical requirements
4	14/02/2023	10:00am - 11:00am	BSBSUS211 Participate in sustainable work practices
5	21/02/2023	10:00am - 11:00am	BSBSUS211 Participate in sustainable work practices
6	28/02/2023	10:00am - 11:00am	BSBSUS211 Participate in sustainable work practices
7	07/03/2023	10:00am - 11:00am	BSBINS303 Use knowledge management systems
8	14/03/2023	10:00am - 11:00am	BSBINS303 Use knowledge management systems
9	21/03/2023	10:00am - 11:00am	BSBINS303 Use knowledge management systems
10	28/03/2023	10:00am - 11:00am	BSBINS303 Use knowledge management systems
11	04/04/2023	10:00am - 11:00am	**RECAP & ALL TERM 1 / HSC YEAR 2 UOC's DUE**
Term 2 2023 | HSC Year 2			
Week	**Date**	**Time**	**Topic**
2	02/05/2023	10:00am - 11:00am	Cluster introduction & Practical requirements
3	09/05/2023	10:00am - 11:00am	BSBINS307 Retrieve information from records
4	16/05/2023	10:00am - 11:00am	BSBINS307 Retrieve information from records
5	23/05/2023	10:00am - 11:00am	BSBINS309 Maintain business records
6	30/05/2023	10:00am - 11:00am	BSBINS309 Maintain business records
7	06/06/2023	10:00am - 11:00am	BSBCRT311 Apply critical thinking skills in a team environment
8	13/06/2023	10:00am - 11:00am	BSBCRT311 Apply critical thinking skills in a team environment
9	20/06/2023	10:00am - 11:00am	BSBCRT311 Apply critical thinking skills in a team environment
10	27/06/2023	10:00am - 11:00am	**RECAP & ALL TERM 2 / HSC YEAR 2 UOC's DUE**
Term 3 2023 | HSC Year 2			
Week	**Date**	**Time**	**Topic**
TBA	TBA	TBA	Graduation Event

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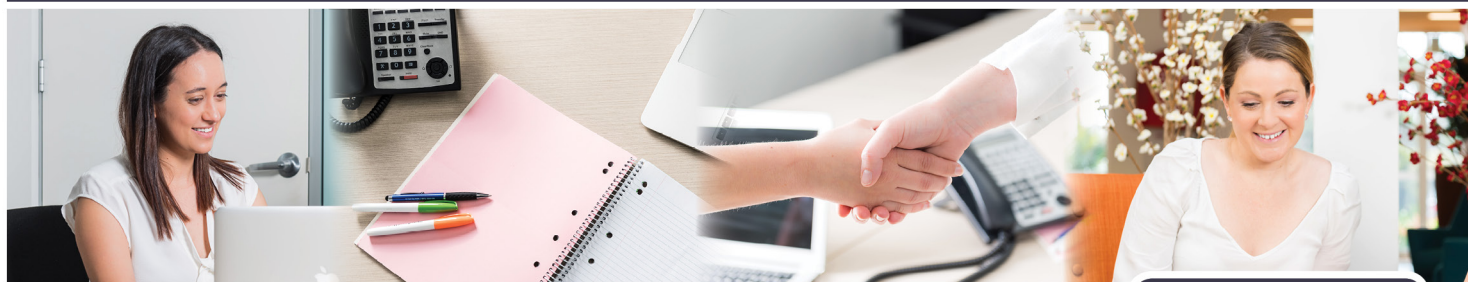
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Terms and Conditions

Eligibility to attend:

- Students must be completing a **NSW School Based Traineeship**; *and/or*
- Be invited by the Education Compliance Coordinator to attend.

Fees & charges;

There is no charge to students to attend these classes.

Non-attendance:

In the case of students not arriving to their scheduled session, a notification will be sent via email to the student and their school contact.

In order to ensure continuous progression and to meet the SBAT Requirements:

- It is **compulsory** that all students attend **all scheduled classes.**
- Non-attendance will be recorded as part of the **SBAT attendance record and reported to the Department / School** as required under NSW Traineeship arrangements.

Important Notes:

- To avoid causing facilitators undue concerns for the welfare and safety of all participants, it is important that you make a call to **KTS on 02 4353 7188 before the session** should you be running late or be faced with a genuine, unavoidable circumstance that prevents you from attending. This way facilitators can mark your attendance accordingly and avoid unnecessarily contacting third parties.
- **Contribution in class is monitored and noted** by facilitators and reported as part of the **course completion** and **student competency progression**. It is important that students professionally communicate, engage and contribute ideas, suggestions and concerns, as these are all linked to applicable unit employability skills.

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