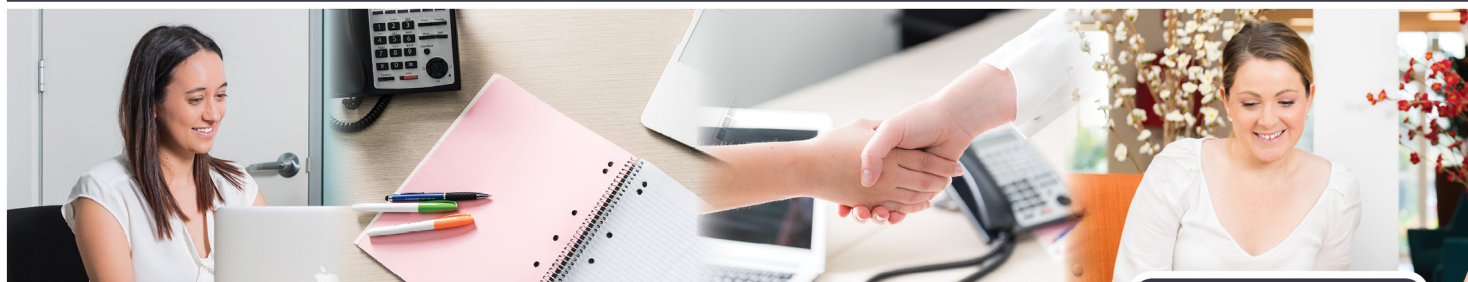




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2022 / 2023 Compulsory SBAT Classes for Business

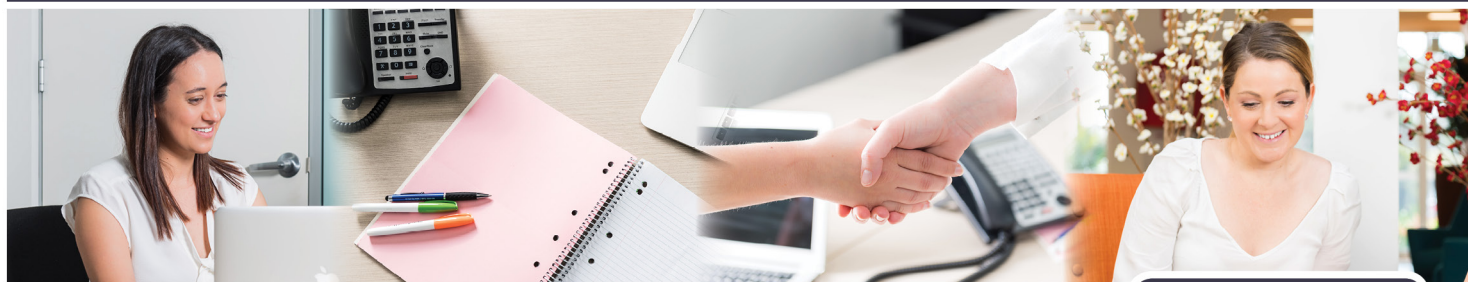
Virtual classes via Microsoft Teams						Occurrence # 45967
Term	Week	HSC Year	Unit(s) of competency covered	Class Type	Class Dates	Class Times
2 of 2022	4	1	Prep Assessment completion Part 1 Cluster introduction & Practical requirements	Virtual Class	17/05/2022	11.00am- 12.00pm
	6	1	BSBTWK201 Work effectively with others	Virtual Class	31/05/2022	11.00am- 12.00pm
	8	1	BSBTWK301 Use inclusive work practices	Virtual Class	14/06/2022	11.00am- 12.00pm
	10	1	RECAP & TERM 2 / HSC YEAR 1 UOC's DUE	Finalise units / Submission	28/06/2022	11.00am- 12.00pm
3 of 2022	2	1	Cluster introduction & Practical requirements	Virtual Class	26/07/2022	11.00am- 12.00pm
	4	1	BSBXCM301 Engage in workplace communication	Virtual Class	09/08/2022	11.00am- 12.00pm
	6	1	BSBWHS311 Assist with maintaining workplace safety	Virtual Class	23/08/2022	11.00am- 12.00pm
	8	1	BSBPEF201 Support personal wellbeing in the workplace BSBPEF301 Organise personal work priorities	Virtual Class	06/09/2022	11.00am- 12.00pm
	10	1	RECAP & ALL TERM 3 / HSC YEAR 1 UOC's DUE	Finalise units / Submission	20/09/2022	11.00am- 12.00pm
4 of 2022	2	2	Cluster introduction & Practical requirements	Virtual Class	18/10/2022	11.00am- 12.00pm
	4	2	BSBSUS211 Participate in sustainable work practices	Virtual Class	01/11/2022	11.00am- 12.00pm
	6	2	BSBTEC201 Use business software applications	Virtual Class	15/11/2022	11.00am- 12.00pm
	8	2	BSBINS302 Organise workplace information	Virtual Class	29/11/2022	11.00am- 12.00pm
	10	2	RECAP & ALL TERM 4 / HSC YEAR 1 UOC's DUE	Finalise units / Submission	13/12/2022	11.00am- 12.00pm



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Virtual classes via Microsoft Teams						Occurrence # 45967
Term	Week	HSC Year	Unit(s) of competency covered	Class Type	Class Dates	Class Times
1 of 2023	2	2	Cluster introduction & Practical requirements	Virtual Class	31/01/2023	11.00am- 12.00pm
	4	2	BSBWRT311 Write simple documents	Virtual Class	14/02/2023	11.00am- 12.00pm
	6	2	BSBINS303 Use knowledge management system	Virtual Class	28/02/2023	11.00am- 12.00pm
	8	2	Catch-up session: learner-directed	TBA	TBA	11.00am- 12.00pm
	10	2	RECAP & ALL TERM 1 / HSC YEAR 2 UOC's DUE	Finalise units / Submission	28/03/2023	11.00am- 12.00pm
2 of 2023	2	2	BSBINS307 Retrieve information from records	Virtual Class	02/05/2023	11.00am- 12.00pm
	4	2	BSBINS309 Maintain business records	Virtual Class	16/05/2023	11.00am- 12.00pm
	6	2	BSBCRT311 Apply critical thinking skills in a team environment	Virtual Class	30/05/2023	11.00am- 12.00pm
	8	2	Catch-up session: learner-directed	Virtual Class	13/06/2023	11.00am- 12.00pm
	10	2	RECAP & ALL TERM 2 / HSC YEAR 2 UOC's DUE	Finalise units / Submission	27/06/2023	11.00am- 12.00pm
3 of 2023	2	2	GRADUATION EVENT	Activity Day	TBA	TBA



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TERMS & 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 workshops.

Non-attendance:

In the case of students not arriving by the scheduled session start time, the following will occur:

1. An attempt to contact the student will be made **via mobile** and **school email address**; and
2. A **text message** will be sent to the student; and
3. **School contact** will be called.
4. Non-SBAT trainees – **employer** will be called, and non-attendance recorded on VFR

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

- It is important 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.

Note:

- **Attendance at some sessions is at the discretion of the KARBEN Training Solutions team and is reliant upon successful completion of other units of competency.**
- 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 8:30am on the day of 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 an important that students are able to professionally communicate, engage, contribute ideas, suggestions and concerns as these are all linked to applicable unit employability skills.