

Apply on-line today

2023 / 2024 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 1 2023 | HSC Year 1

Week	Date	Time	Topic
3	06/02/2023	10:00am - 11:00am	Introduction to your KARBEN Traineeship
4	13/02/2023	10:00am - 11:00am	Prep Assessment
5	20/02/2023	10:00am - 11:00am	Prep Assessment
6	27/02/2023	10:00am - 11:00am	Prep Assessment
7	06/03/2023	10:00am - 11:00am	BSBXCM301 Engage in workplace communication
8	13/03/2023	10:00am - 11:00am	BSBXCM301 Engage in workplace communication
9	20/03/2023	10:00am - 11:00am	BSBXCM301 Engage in workplace communication
10	27/03/2023	10:00am - 11:00am	Unit finalisation and submission
11	03/04/2023	10:00am - 11:00am	RECAP & ALL TERM 1 / HSC YEAR 1 UOC's DUE

Term 2 2023 | HSC Year 1

Week	Date	Time	Topic
2	01/05/2023	10:00am - 11:00am	Cluster introduction & Practical requirements
3	08/05/2023	10:00am - 11:00am	BSBPEF201 Support personal wellbeing in the workplace
4	15/05/2023	10:00am - 11:00am	BSBPEF201 Support personal wellbeing in the workplace
5	22/05/2023	10:00am - 11:00am	BSBPEF201 Support personal wellbeing in the workplace
6	29/05/2023	10:00am - 11:00am	BSBPEF301 Organise personal work priorities
7	05/06/2023	10:00am - 11:00am	BSBPEF301 Organise personal work priorities
8	12/06/2023	10:00am - 11:00am	No class due to Public Holiday
9	19/06/2023	10:00am - 11:00am	BSBTWK301 Use inclusive work practices
10	26/06/2023	10:00am - 11:00am	RECAP & ALL TERM 2 / HSC YEAR 1 UOC's DUE

Occurrence ID: 48415

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

KARBEN
Training Solutions



Registered Training Organisation
National ID 91167

National ID 91167
REGISTERED TRAINING ORGANISATION (RTO)



Apply on-line today

2023 / 2024 Compulsory SBAT Classes for Business

Term 3 2023 | HSC Year 1

Week	Date	Time	Topic
2	24/07/2023	10:00am - 11:00am	Cluster introduction & Practical requirements
3	31/07/2023	10:00am - 11:00am	BSBTWK301 Use inclusive work practices
4	07/08/2023	10:00am - 11:00am	BSBTEC201 Use business software applications
5	14/08/2023	10:00am - 11:00am	BSBTEC201 Use business software applications
6	21/08/2023	10:00am - 11:00am	BSBTEC201 Use business software applications
7	28/08/2023	10:00am - 11:00am	BSBSUS211 Participate in sustainable work practices
8	04/09/2023	10:00am - 11:00am	BSBSUS211 Participate in sustainable work practices
9	11/09/2023	10:00am - 11:00am	BSBSUS211 Participate in sustainable work practices
10	18/09/2023	10:00am - 11:00am	RECAP & ALL TERM 3 / HSC YEAR 1 UOC's DUE

Term 4 2023 | HSC Year 1

Week	Date	Time	Topic
2	16/10/2023	10:00am - 11:00am	Cluster introduction & Practical requirements
3	23/10/2023	10:00am - 11:00am	BSBWHS311 Assist with maintaining workplace safety
4	30/10/2023	10:00am - 11:00am	BSBWHS311 Assist with maintaining workplace safety
5	06/11/2023	10:00am - 11:00am	BSBWHS311 Assist with maintaining workplace safety
6	13/11/2023	10:00am - 11:00am	BSBCRT311 Apply critical thinking skills in a team environment
7	20/11/2023	10:00am - 11:00am	BSBCRT311 Apply critical thinking skills in a team environment
8	27/11/2023	10:00am - 11:00am	BSBCRT311 Apply critical thinking skills in a team environment
9	04/12/2023	10:00am - 11:00am	Unit finalisation and submission
10	11/12/2023	10:00am - 11:00am	RECAP & ALL TERM 4 / HSC YEAR 1 UOC's DUE

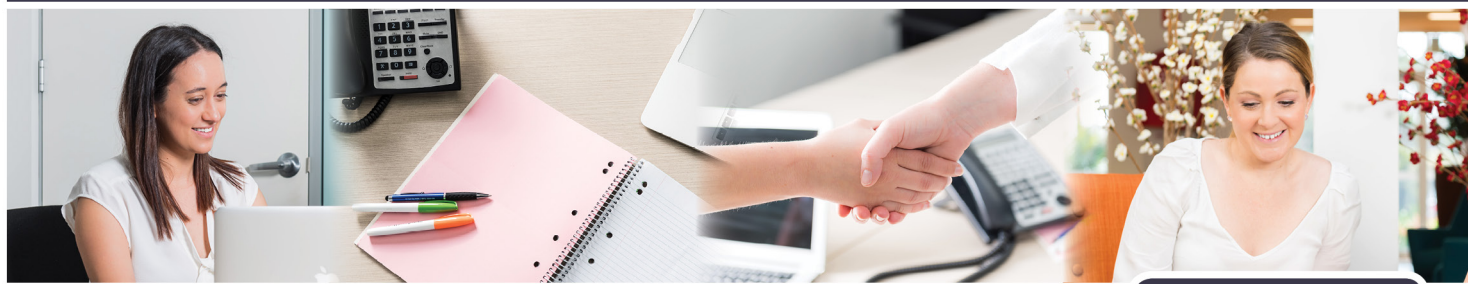
Occurrence ID: 48415

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

KARBEN
Training Solutions

Registered Training Organisation
National ID 91167

National ID 91167
REGISTERED TRAINING ORGANISATION (RTO)



Apply on-line today

2023 / 2024 Compulsory SBAT Classes for Business

Term 1 2024 | HSC Year 2

Week	Date	Time	Topic
3	12/02/2024	10:00am - 11:00am	Cluster introduction & Practical requirements
4	19/02/2024	10:00am - 11:00am	BSBWRT311 Write simple documents
5	26/02/2024	10:00am - 11:00am	BSBWRT311 Write simple documents
6	04/03/2024	10:00am - 11:00am	BSBWRT311 Write simple documents
7	11/03/2024	10:00am - 11:00am	BSBINS302 Organise workplace information
8	18/03/2024	10:00am - 11:00am	BSBINS302 Organise workplace information
9	25/03/2024	10:00am - 11:00am	BSBINS303 Use knowledge management systems
10	01/04/2024	10:00am - 11:00am	No class due to Public Holiday
11	08/04/2024	10:00am - 11:00am	RECAP & ALL TERM 1 / HSC YEAR 2 UOC's DUE

Term 2 2024 | HSC Year 2

Week	Date	Time	Topic
2	06/05/2024	10:00am - 11:00am	BSBINS303 Use knowledge management systems
3	13/05/2024	10:00am - 11:00am	BSBINS307 Retrieve information from records
4	20/05/2024	10:00am - 11:00am	BSBINS307 Retrieve information from records
5	27/05/2024	10:00am - 11:00am	BSBINS309 Maintain business records
6	03/06/2024	10:00am - 11:00am	BSBINS309 Maintain business records
7	10/06/2024	10:00am - 11:00am	No class due to Public Holiday
8	17/06/2024	10:00am - 11:00am	BSBTWK301 Use inclusive work practices
9	24/06/2024	10:00am - 11:00am	Unit finalisation and submission
10	01/07/2024	10:00am - 11:00am	RECAP & ALL TERM 2 / HSC YEAR 2 UOC's DUE

Term 3 2024 | HSC Year 2

Week	Date	Time	Topic
TBA	TBA	TBA	Graduation Event

Occurrence ID: 48415

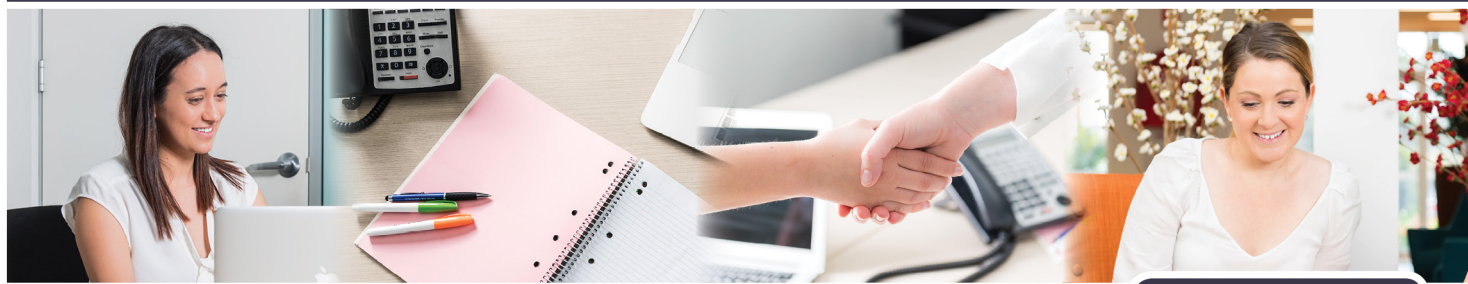
T 02 4353 7188
 E info@kts.edu.au
 www.kts.edu.au

KARBEN
 Training Solutions



Registered Training Organisation
 National ID 91167

National ID 91167
 REGISTERED TRAINING ORGANISATION (RTO)



Apply on-line today

2023 / 2024 Compulsory SBAT Classes for Business

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 by the scheduled session start time, 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.

Occurrence ID: 48415

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



Registered Training Organisation
National ID 91167

National ID 91167
REGISTERED TRAINING ORGANISATION (RTO)