



**Eligible Traineeships under our coverage**

<b>Traineeship name</b>	<b>Qualification name</b>
<b>Business Services</b>	
<b>Level 2</b>	
<i>Business (Level 2)*</i>	<i>BSB20115 - Certificate II in Business†</i>
Business (Level 2)*	BSB20120 - Certificate II in Workplace Skills
<i>Customer Engagement (Level 2)*</i>	<i>BSB20215 - Certificate II in Customer Engagement†</i>
Customer Engagement (Level 2)*	BSB20120 - Certificate II in Workplace Skills
<b>Level 3</b>	
<i>Business (Level 3)**</i>	<i>BSB30115 - Certificate III in Business†</i>
Business (Level 3)**	BSB30120 - Certificate III in Business
<i>Business Administration (Level 3)**</i>	<i>BSB30415 - Certificate III in Business Administration†</i>
Business Administration (Level 3)**	BSB30120 - Certificate III in Business
<i>Customer Engagement (Level 3)</i>	<i>BSB30215 - Certificate III in Customer Engagement†</i>
Customer Engagement (Level 3)	BSB30120 - Certificate III in Business
<i>Legal Administration (Level 3)</i>	<i>BSB31015 - Certificate III in Business Administration (Legal)†</i>
Legal Administration (Level 3)	BSB30320 - Certificate III in Legal Services
<i>Medical Administration (Level 3)</i>	<i>BSB31115 - Certificate III in Business Administration (Medical)†</i>
Medical Administration (Level 3)	BSB30120 - Certificate III in Business
<i>Records Keeping (Level 3)^</i>	<i>BSB30815 - Certificate III in Recordkeeping†</i>
Records Keeping (Level 3)	BSB30120 - Certificate III in Business
<b>Level 4</b>	
<i>Business (Level 4)</i>	<i>BSB40215 - Certificate IV in Business†</i>
Business (Level 4)	BSB40120 - Certificate IV in Business
<i>Business Administration (Level 4)</i>	<i>BSB40515 - Certificate IV in Business Administration†</i>
Business Administration (Level 4)	BSB40120 - Certificate IV in Business
<i>Customer Engagement (Level 4)</i>	<i>BSB40315 - Certificate IV in Customer Engagement†</i>
Customer Engagement (Level 4)	BSB40120 - Certificate IV in Business
<i>Human Resources (Level 4)</i>	<i>BSB41015 - Certificate IV in Human Resources†</i>
Human Resources (Level 4)	BSB40420 - Certificate IV in Human Resources Management
<i>Leadership And Management (Level 4)</i>	<i>BSB42015 - Certificate IV in Leadership and Management†</i>
Leadership And Management (Level 4)	BSB40520 - Certificate IV in Leadership and Management
<i>Legal Assistant (Level 4)</i>	<i>BSB42215 - Certificate IV in Legal Services†</i>
Legal Assistant (Level 4)	BSB40620 - Certificate IV in Legal Services
<i>Marketing (Level 4)</i>	<i>BSB42415 - Certificate IV in Marketing and Communication†</i>
Marketing (Level 4)	BSB40820 - Certificate IV in Marketing and Communication
Occupational Health and Safety Officer	BSB41419 - Certificate IV in Work Health and Safety
<i>Records Keeping (Level 4)</i>	<i>BSB41715 - Certificate IV in Recordkeeping†</i>
Records Keeping (Level 4)	BSB40120 - Certificate IV in Business
<b>Level 5</b>	
<i>Manager</i>	<i>BSB51918 - Diploma of Leadership and Management†</i>
Manager	BSB50420 - Diploma of Leadership and Management

\* Also available as a School-based Traineeship (SBT)

^ Available but there has been no activity in recent years

\*\* SBT for Year 12 only

† Superseded – in transition



**Eligible Traineeships under our coverage**

Traineeship name	Qualification name
<b>Financial Services</b>	
<b>Level 2</b>	
<i>Financial Services (Level 2)*^</i>	<i>FNS20115 - Certificate II in Financial Services†</i>
Financial Services (Level 2)*	FNS20120 - Certificate II in Financial Services
<b>Level 3</b>	
Accounts Administration (Level 3)	FNS30317 - Certificate III in Accounts Administration
<i>Financial Services (Level 3)*</i>	<i>FNS30115 - Certificate III in Financial Services†</i>
Financial Services (Level 3)*	FNS30120 - Certificate III in Financial Services
<b>Level 4</b>	
Accounting (Level 4)	FNS40217 - Certificate IV in Accounting and Bookkeeping
Bookkeeping (Level 4)	FNS40217 - Certificate IV in Accounting and Bookkeeping
Credit Management (Level 4)^	FNS40120 - Certificate IV in Credit Management
<i>Finance And Mortgage Broking</i>	<i>FNS40815 - Certificate IV in Finance and Mortgage Broking†</i>
Finance And Mortgage Broking	FNS40820 - Certificate IV in Finance and Mortgage Broking
Financial Services (Level 4)	FNS41820 - Certificate IV in Financial Services
<i>Insurance Services (Level 4)</i>	<i>FNS41415 - Certificate IV in General Insurance†</i>
Insurance Services (Level 4)	FNS41420 - Certificate IV in General Insurance
Personal Banker^	FNS42020 - Certificate IV in Banking Services
<b>Property Services</b>	
<b>Level 2</b>	
Technical Security (Level 2)	CPP20319 - Certificate II in Technical Security
<b>Level 3</b>	
<i>Cleaning Operations (Level 3)</i>	<i>CPP30316 - Certificate III in Cleaning Operations†</i>
Cleaning Operations (Level 3)	CPP30321 - Certificate III in Cleaning Operations
Pest Management Technician (Level 3)	CPP30119 - Certificate III in Urban Pest Management
Property Services (Operations) (Level 3)^	CPP31519 - Certificate III in Real Estate Practice
Technical Security (Level 3)^	CPP30519 - Certificate III in Technical Security
Waste Management (Level 3)	CPP30719 - Certificate III in Waste Management
<b>Level 4</b>	
Property Management (Level 4)	CPP41419 - Certificate IV in Real Estate Practice
Security Officer	CPP31318 - Certificate III in Security Operations
<i>Strata Manager</i>	<i>CPP40516 - Certificate IV in Strata Community Management†</i>
Strata Manager	CPP40521 - Certificate IV in Strata Community Management
Strata/Facilities Manager (Level 4)^	CPP41419 - Certificate IV in Real Estate Practice
<i>Surveying (Level 4)</i>	<i>CPP40216 - Certificate IV in Surveying†</i>
Surveying (Level 4)	CPP41721 - Certificate IV in Surveying and Spatial Information Services
<b>Level 5</b>	
<i>Surveyor (Level 5)</i>	<i>CPP50116 - Diploma of Surveying†</i>
Surveyor (Level 5)	CPP50121 - Diploma of Surveying

\* Also available as a School-based Traineeship (SBT)  
^ Available but there has been no activity in recent years

\*\* SBT for Year 12 only  
† Superseded – in transition



**Eligible Traineeships under our coverage**

<b>Traineeship name</b>	<b>Qualification name</b>
<b>Local Government</b>	
Local Government (Level 2)*^	LGA20120 - Certificate II in Local Government
Local Government (Level 3)	LGA30120 - Certificate III in Local Government
<b>Public Sector</b>	
Government (Level 2)*	PSP20116 - Certificate II in Government
Government (Level 3)	PSP30116 - Certificate III in Government
Government (Level 4)	PSP40116 - Certificate IV in Government
Government Investigator (Level 4)^	PSP40416 - Certificate IV in Government Investigations
Government Investigation^	PSP50416 - Diploma of Government Investigations (Cadet)
<b>Correctional Services</b>	
Correctional Practice (Custodial) (Level 3)	CSC30120 - Certificate III in Correctional Practice
<i>Correctional Practice (Custodial) (Level 4)</i>	<i>CSC40120 - Certificate IV in Correctional Practice†</i>
Correctional Practice (Custodial) (Level 4)	CSC40121 - Certificate IV in Correctional Practice

\* Also available as a School-based Traineeship (SBT)  
^ Available but there has been no activity in recent years

\*\* SBT for Year 12 only  
† *Superseded – in transition*