

# BSB50120 Diploma of Business: Traineeship Milestones

1



Complete enrollment spreadsheet - entering Staff who you wish to enroll.

CLIENT

2



Settle invoice - if you select a payment plan, you'll receive an email to activate, which you can do by clicking on the link & following the instructions.

CLIENT

3



Redmako will send details of your enrolling staff to an Australian Apprentice Support Network (AASN).

RML

4



AASN will contact you to book the Traineeship sign up.

AASN

5



AASN will notify Redmako Learning when the sign-up has been completed & they've registered the Training Contract.

AASN

6



Redmako will email each of your enrolling staff their Online enrollment form in which they need to complete.

RML

7



Redmako will email a Training Plan (TP) and Employee Resource Assessment (ERA) for completion by both you & your enrolling staff.

Instructions will be provided or you can check-out these videos:

['Completing and Signing A Training Plan'](#)

['Completing and Signing an ERA'](#)

CLIENT & STUDENT

8



Your enrolled staff have access to the Redmako Learning Management System (LMS) to commence their studies + book in for Live Workshops at times that suit them + view Recorded Workshops

STUDENT

9



As your staff progress through the Diploma, you'll be invited to verify their proficiency within their Training Record Book. You'll do this via recording a short video or audio file. You can see [instructions here](#).

CLIENT

10



Your Wage Subsidy claim is quarterly. You will be emailed from [noreply@industry.gov.au](mailto:noreply@industry.gov.au) a BAC Smart-form to lodge your claim. You can see a short video of how to make this [claim here](#).

CLIENT

11



You will receive your 50% wage subsidies for each enrolled staff member paid directly into your nominated bank account.

CLIENT