

VET - What is it?

Vocational education and training is 'education and training for work'. It exists to develop and recognise the competencies or skills of learners.

It has traditionally been seen as post-secondary, non-university education and training, focusing on apprenticeships. But reforms in the past decade now see vocational education and training programs offered in secondary schools, stronger links with university study options and six levels of qualifications offered in most industries, including high growth, new economy industries.

In a rapidly changing global work and social environment, improvement must be continuous and the VET system will continue to change to equip students for the future.

Vocational Education & Training.

Aims: The aims of VET Information Technology & Business Office Administration are to:

- ◆ Provide participants with the foundation knowledge and skills to achieve competencies, which will enhance their employment prospects within the Information Technology Industry.
- ◆ Provide knowledge & skills in the use of a range of technologies (for general qualification), or in the advanced use of software applications, network administration.
- ◆ Enable participants to gain a recognized credential and make a more informed choice of vocational and career paths.
- ◆ Extend or confirm knowledge and skills for intending or existing small operators in a number of areas relevant to small business.
- ◆ Provide a comprehensive overview of the nature of small business and of what small business operator or participant must know.
- ◆ Provide a sound basis for skills and understanding relevant to small business, including quality processes, maintaining a business and developing personal skills.
- ◆ Broaden student understanding of small business management and have pathways available in the area.
- ◆ Introduce students to the practices of small business and to enterprise and entrepreneurial opportunities that small business can offer.

Completion Requirements:

Information Technology – Achievement of all core units of competence and four elective units of competence is required for completion of the qualification.

Business Office Administration - Achievement of all core units of competence is required for completion of the qualification.

CERTIFICATE II IN BUSINESS (OFFICE ADMINISTRATION)

WHAT DOES THIS COURSE INVOLVE?

This course is packaged against the National Clerical Administrative Competency Standards at Level 2 of the Australian Qualifications Framework; therefore ensuring you will acquire all the skills necessary to work in office administration positions throughout the world. The standards cover seven skill areas, which are common across all clerical and administrative skill areas; information-handling, communication, and knowledge of enterprise, technology, organisation, teamwork and finance.

Undertaking this course will also ensure you are equipped with all the skills necessary to operate and maintain office equipment and to provide a safe and productive workplace

WHERE DO I GAIN EMPLOYMENT?

There are few businesses throughout the world that do not require the skills of people trained in office administration. This course will provide you with the knowledge and skills required to enter employment as a clerical-administrative worker across all industries.

HOW LONG WILL IT TAKE ME TO COMPLETE THIS COURSE?

Full-time – 2 semesters, 1 year (400 hours)

WHAT ARE THE REQUIREMENTS FOR ENTERING THE COURSE?

To gain entry into this course, you should have successfully completed Year 10 or its equivalent, or be able to prove that you want to acquire the basic skills in order to enter the workforce.

HOW AM I SELECTED FOR THIS COURSE?

Students will be selected on the basis of the information provided on the application form. School report and interview.

WHERE TO FROM HERE?

Business Training Package Qualification
Certificate III - Certificate IV - Diploma of Business

RECOGNITION

Your qualification will be recognised throughout Australia and the World.

CERTIFICATE II IN INFORMATION TECHNOLOGY

WHAT DOES THIS COURSE INVOLVE?

This is an introductory course in Information Technology that covers a wide range of areas. It prepares students for further study and employment, as well as providing an accredited Certificate. Computer skills covered range from how to operate computer hardware and computing packages, to how to maintain equipment, design organisational documents and receive and process written and oral information. You will be introduced to the Internet as well as learning more general skills such as how to communicate in the workplace, participate in a team and work effectively in an information technology environment. Undertaking this course will also equip you with the skills necessary to provide and maintain a safe work place.

The Multinational School is offering the VET program to Adults in September 2003

FOR MATURE STUDENTS WHO ARE LOOKING FOR ANOTHER PATH THROUGH LIFE