

**“Vocational Education and Training”
Extended Campus of
Box Hill Institute of
Technology, Melbourne**

*Multinational
School Riyadh*

**Vocational
Education &
Training
Courses
Business &
Information
Technology.**

*Academic Year beginning
September 2003*

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Vocational Education and Training (VET) is 'education and training for work'. It exists to develop and recognise the competencies or skills of learners. This program is for young people and adults to develop knowledge and skills to achieve competencies, which will enhance their employment prospects within the Business and Information Technology Industry.

The Multinational school is offering places for September 2003-2004 for both students and adults to undertake Certificate III in Business - Small Business and/or Information Technology - Software Applications.

Young people and adults can either undertake both Certificate courses (5 days per week) or one certificate course (2 and a half days per week.)

All interested applicants can contact the school for further detailed information about the course:

- Structure
- Application process
- Modules of study
- Fees

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

WHERE DO I GAIN EMPLOYMENT?

This is a very general qualification that provides you with the basic skills to make you more employable in today's information age. General employment opportunities in a wide range of areas across a vast array of positions will become available to you. The course also prepares you for further education, if you are eventually aiming for jobs higher up the ladder. As a student, the Institute's Employment Service is your first port of call for advice on gaining employment in this field.

WHAT ARE THE REQUIREMENTS FOR ENTERING THE COURSE?

To gain entry into this course, you need to complete the course, 'Introduction to computers' (this will be the first module delivered). It is a basic introductory course teaching keyboarding and basic skills.

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.

HOW LONG WILL IT TAKE ME TO COMPLETE THIS COURSE?

Full-time – 2 semesters, 1 year (450 hours)

WHERE TO FROM HERE?

After completing this course you will be eligible to apply for the Certificate IV in General Education for Adults, the Certificate IV in Information Technology and the Victorian Certificate of Education.

RECOGNITION

Your qualification will be recognised throughout Australia and the world.