Then consider a career as a

- Administrative officer
- Personal assistant
- Executive assistant
- Medical receptionist

ARE YOU...

LOGICAL?

ORGANISED?

WELL PRESENTED?

ATTENTIVE?

VET IN SCHOOLS PROGRAM
Certificate II in Business
**Certificate II in Business**

**Location:** Moorabbin campus  
**Program length:** 2 years part time  
**Timetable:** Wednesday, 9am - 3.30pm

**Overview**  
This is a comprehensive, two year long program in Business. This program will provide you with the knowledge and skills to enhance your employment prospects in areas such as administrative assistance, clerical work, data entry, reception or general office work. You will learn about customer service, using business technology, spreadsheets, effective communication, handling mail, working within a team and maintaining records.

**Qualification and recognition**  
This program is a VET in Schools program and is part of your VCE or VCAL program. After completing the first year of this program you will receive two credits for VCAL or VCE at Units 1 & 2 level.

You may elect to continue to study in the Certificate III in Business Administration (Medical) or Certificate IV in Business (Marketing, Management or HR). Gain block credit in your ATAR score and two units at VCE Units 3 & 4 level or two more VCAL units.

**Career and further study opportunities**  
This certificate provides training in essential skills for entry into the workforce, and specialist skills for individuals performing administrative roles within the workplace.

This program is suitable if you have an interest in administrative assisting, clerical work, data entry, information desk, office work or reception.

**For further information**  
VETiS Coordination Centre  
03 9209 5109  
vetis@holmesglen.edu.au

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**What is VETiS?**  
VET in Schools refers to Vocational Education and Training (VET) courses undertaken as part of your senior secondary education (they can make up part of your VCE or VCAL).

The programs aim to prepare you for further education, training and employment. They can also be a good way to explore different occupations while you are still in high school and test whether you are interested in pursuing a future in that industry.

**What are the advantages of a VET Certificate?**  
- You get a nationally recognised qualification  
- It can help you get a job  
- You can get credits towards further study in the future  
- You receive valuable experience in industry.

**How is VETiS different from secondary school subjects?**  
- You study at Holmesglen in an adult learning environment and get a taste of what to expect after you leave high school  
- In many VET programs, you spend time on a Structured Work Placement (SWP) which gives you experience of working in your chosen industry  
- Assessment is competency based. This means you are not ‘graded’ but instead marked as being either competent or not competent in a specific skill or task.

**Are there any prerequisites?**  
To enrol in a VETiS program you must be older than 14 years and 10 months, and be enrolled as a full time student in a secondary school.

**How much does it cost?**  
Ask your school about fee information.

**How do I enrol?**  
You can only enrol in a VETiS program through your school. Contact your school’s VET coordinator or careers adviser.