Then consider a career as a

- Legal receptionist
- Personal assistant
- Executive assistant
- Medical receptionist

Are you...
LOGICAL
ORGANISED
WELL PRESENTED
ATTENTIVE?

VET IN SCHOOLS PROGRAM
Certificate III in Business Administration (Legal)
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 most VETiS courses, 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.

How long are VETiS courses?
VETiS courses generally run for two years, with classes held one day or afternoon a week during school terms. Your school should be able to timetable all your other classes around your VETiS course so you don’t miss out on any other classes.

What do I get at the end?
When you complete a VETiS course, you are awarded a nationally recognised certificate of qualification.

If completing VETiS as part of your VCE, some certificates contribute towards your ATAR score. Some certificates offer an examination which is held during the VCE examination period and provide a study score, while other certificates provide block credit which is used to enhance your ATAR score.

You can get more information about the VETiS program you are considering through your school or on the Holmesglen website.

Are there any prerequisites?
To enrol in a VETiS course 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.

Certificate III in Business Administration (Legal)

Location: Moorabbin campus
Course length: 2 years part time
Timetable: Wednesday 9.00am - 3.30pm

Overview
The Certificate III in Business Administration (Legal) is designed to train you in the practice of legal administration. The course encompasses areas such as information handling, communications, enterprise, technology, organisation, teams and finance.

This course is suitable if you have an interest in legal reception, legal secretary work, business administration legal services and legal administration.

Qualification and recognition
By completing this course you will receive block credit.

Career and further study opportunities
This program provides training in essential skills for entry into the workforce, and specialist skills for performing administrative roles within the workplace. Upon successful completion of the Certificate you may progress to the Certificate IV in Business Administration.

For further information
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