Application
Entry is by application through the school by November 2010.

Enrolment
Students will be advised by their VET co-ordinator where and when classes start. Students are advised to bring along a pen, their Form number and proof of identity which may include a passport, learners permit, Keypass ID card, Australian Government issued ID card – with photograph, Australian Government issued ID card – with photograph or birth certificate.

The VETiS instructor will advise students on how to enrol. After enrolment students will receive a student ID card and a student diary.

Course and material fees
Students are advised to contact the Careers Practitioner or VET Program Coordinator in their school.

Attendance
Students are required to attend campus on the days of their program, during school terms.

Course dates
February to October. Normal school term breaks and public holidays apply.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion and practical application projects. Written tests may also be required.

General course information

ACT NOW! Call 03 9564 1555
www.holmesglen.edu.au

The information contained in this newsletter was current at the time of printing and is subject to change without notice. Availability of courses is dependent upon Government funding and student demand. Due to re-accreditation changes may occur to the content and or name of certain courses. Prospective students are advised to confirm details with Holmesglen prior to enrolment. It is recommended that information be verified prior to being acted upon. July 2010 © 2010, Holmesglen Institute of TAFE. Holmesglen is the trading name of Holmesglen Institute of TAFE.
VET in School Programs

The Vocational Education and Training in Schools (VETiS) Programs aim to prepare students for further education, training and employment. Students who complete a VETiS course are awarded a nationally recognised certificate of qualification and VETiS courses can make up part of a VCE. For further details, visit www.holmesglen.edu.au/VETiS.

To enrol in a VETiS course students must be older than 14 years and 10 months, and be enrolled as a full-time student in secondary school. Students can only enrol in a VETiS program through their school.

VET certificates contribute to a students ATAR score. Some certificates offer an examination which is held during the VCE examination period and provide a study score; other certificates provide block credit which is used to enhance an ATAR score.

Advantages of a VET Certificate: a nationally recognised qualification, improved employment prospects, credits towards further qualifications, experience in industry

Certificate II in Business Administration (Legal)

Course length 1 year

Students may elect to return for a second year to complete selected units from Certificate III in Business Administration.

Timetable

Wednesday 9.00am - 3.30pm

Location

Moorabbin campus

Course description

This is a core Business program in Business Administration which aims to provide participants with the knowledge and skills that will enhance the employment prospects within a broad range of businesses and industry settings. The course will benefit individuals who want to enter the workplace within an administration role, or individual who are currently employed and wish to advance their career standing and opportunities.

Subjects

Participate in OHS processes
Electives units will be selected from areas such as:
• Communicate in the workplace
• Deliver a service to customers
• Work effectively in a business environment
• Process and maintain workplace
• Handle mail
• Contribute to workplace innovation
• Produce simple word processing documents
• Create and use spreadsheets
• Communicate electronically
• Participate in environmentally sustainable work practices
• Organise and complete daily work activities
• Work effectively with others

• Use business technology
• Maintain daily financial/business records

Contribution to the VCE and VCAL

Students completing this course will receive block credit at Unit 1 & 2 level. Second year students can arrange for extra studies to enable them to gain credit at Unit 3 & 4 level.

Further training and employment opportunities

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

Upon successful completion of the Certificate II in Business, students may progress to the Certificate III in Business Administration.

Career interests

Administrative assisting
• Clerical work
• Data entry
• Information desk
• Office work

Certification in Business Administration (Legal)

Course length 2 years

Timetable

Wednesday 9.00am - 3.30pm

Location

Moorabbin campus

Course description

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

CAREERS in the legal industry extend beyond solicitors and judges to many other roles, such as secretaries, administrators and legal assistants. Keep legal departments and law firms running smoothly. The Certificate III in Business Administration (Legal) is a great way to start an entry level career in a range of secretarial or administrative roles within a legal environment. Students will gain the knowledge, skills and qualification necessary to work as a legal secretary or support person in a legal office or legal department within an organisation.

Subjects

Participate in OHS processes
Electives units will be selected from areas such as:
• Administration:
  • Organise schedules
  • Handle receipts and dispatch of information
  • Produce secretarial documents
  • Design and produce business documents
  • Write simple business documents
  • Deliver and monitor a service to customers

• Legal:
  • Apply knowledge of legal system to complete tasks
  • Carry out search of public record
  • Deliver court documentation
  • Apply the principles of confidentiality and security within the legal environment
  • Use legal terminology to carry out tasks
  • Assist in prioritising and planning activities in a legal practice

Further training and employment opportunities

Students completing this course will receive block credit.

Further training and employment opportunities

Upon successful completion of the Certificate II in Business, students may progress to the Certificate III in International Trade.

Career interests

• Legal reception
• Legal secretary work
• Business administration legal services
• Legal administration

Certificate III in International Trade

Course length 2 years

Timetable

Wednesday 9.00am - 4.00pm

Location

Chadstone campus

Course description

International trade is a growth area for Australian businesses. As the business environment becomes increasingly global, excellence in career opportunities exist for young people who understand the nature of international business. The Certificate III in Business Administration (Legal) has been designed to provide students with practical and theoretical training in the area of international trade. Students interested in the importation and exportation of goods, banking, shipping, customs or the government and service sectors will benefit from this program.

Subjects

Units 1 & 2

• Apply knowledge of the international trade environment to complete work
• Apply knowledge of legislation relevant to international trade to complete work
• Apply knowledge of international finance and insurance to complete work requirements
• Design and produce business documents
• Organise personal work priorities and development
• Write simple business documents
• Estimate/Calculate mass, area and dimensions

Units 3 & 4

• Organising the importing and exporting of goods
• Prepare business documents for the international trade of goods
• Analyse and present research information
• Monitor a safe workplace

Contribution to the VCE and VCAL

Students completing this course will receive block credit.

Further training and employment opportunities

Further study options include the Certificate IV in International Trade, Diploma of International Business, Advanced Diploma of Business (International Trade) and the Graduate Certificate in International Business. Students may also choose to complete the National Custom Brokers Program.

Career interests

• International trade
• Customs tracing
• Importing/exporting goods
• Import/export clerical work
• Customs
• Trade consultation

Pathway Programs

Pathways programs provide students with the opportunity to commence training in their chosen industry while still attending secondary school programs. Students are eligible to attend classes on campus at Holmesglen in specially designed facilities, where an emphasis is placed on providing hands on and practical training where possible.

Students will gain the skills and knowledge relevant to their chosen industry, and will complete modules that are recognised by the corresponding Certificate I or II programs. Pathways programs are not suitable for students under 15.

Advertising & Marketing

Course length 1 semester (Students undertake approximately 100 hours of study)

Timetable

Friday 9.00am - 3.30pm

Location

Moorabbin campus

Course description

This program gives students an insight into the basics of the marketing and advertising industries. These industries offer great career opportunities for students in a variety of exciting areas, including advertising and media planning, sales promotion, public relations and market research.

Subjects

• Make a presentation
• Conduct pre-campaign testing
• Create advertisements

Further training and employment opportunities

Further study options include the Certificate IV in Marketing which articulates into the Diploma and Advanced Diploma of Advertising. Through this range of nationally recognised qualifications, students may pursue a variety of career opportunities in marketing, advertising, media planning, sales promotion, public relations and market research.

Introduction to Business Administration

Course length 1 semester (Students undertake approximately 145 hours of study)

Timetable

Friday 9.00am - 3.30pm

Location

Moorabbin campus

Course description

This Pathways program has been designed by Youth Connect and Holmesglen to introduce students to the training and career opportunities within the business and office administration industries. Students will attend the program at Holmesglen one day per week.

Subjects

• Use business equipment
• Develop business skills
• Use business technology
• Produce simple word processed documents

Further training and employment opportunities

Further study options include VET Certificate II in Business Administration (VET or VICJET subject), Australian School-based Apprenticeship (as part of a VCE or VCE program), or a business or office administration traineeship in areas such as small business, advertising, marketing, human resources, frontline management and legal services.

Upon completion of the Certificate II in Business Administration students may articulate directly into a range of certificate, diploma and bachelor courses available at Holmesglen in areas such as accounting, logistics, administration, logistics management and international business.

Through this range of nationally recognised qualifications, students may pursue a variety of career opportunities including Administration Officer, Personal Assistant, Office Manager, Financial Planner and Purchasing Officer.