Integrity Business College

BSB30120 Business SBATs - 2022

Description / Intro	Integrity Business College are an AWARD WINNING organisation, delivering SBATs in multiple sites across Victoria. Small class sizes virtual platform ensure students receive individual support and the ability to explore personal preferences within the Business Services Industry. Undertaking a Business SBAT with Integrity gives students access into "real world" of work, while completing a nationally recognised qualification. Skills in Business are valued in EVERY INDUSTRY, as no business can function well without administrative support. Related roles include Customer Service, Data Entry Officer, Clerical Support, etc. with career pathways through to Human Resources, Local Government Admin, Legal Support, etc.
Student Tasks / Duties	Common workplace tasks include data entry, ensuring client contact details are up to date, filing, shredding, managing incoming and outgoing mail, responding to emails, monitoring online transactions, taking and distributing minutes from meetings, preparing documents for presentations, etc.
Potential Skills Attained	Cert III in Business may include units on Workplace Health and Safety Legislation, Creating Electronic Presentations, Maintaining Financial Records, Designing Business Documents, etc. This organisation also offers pathways through Cert IV Business into Higher level Education.
Student Requirements	Successful candidates will enrol in Cert III in Business. Could suit VCE or VCAL student depending on availability / timetable flexibility.

ICT30120 Information Technology SBATs

Description / Intro	Undertaking an Information, Digital Media and Technology SBAT with Integrity gives students access into "real world" of work, while completing a nationally recognised qualification. Skills in I.T. are valued in EVERY INDUSTRY, as no business can function well without technology support. Related roles include Customer Service, Help Desk Officer, I.T. Technician, User Support Specialist, etc. with career pathways through to Education Support, Telecommunication, Cultural Industries, etc.
Student Tasks / Duties	Common workplace tasks include analysing system faults, care for hardware, exploring networking options, maintaining connectivity, software updates, developing macros and templates, etc.

Potential Skills Attained	Cert III in Information, Digital Media and Technology may include units on Networking, Programming, Cabling, Interactive Sequences, Simple Websites, Care for Hardware, Intellectual Property, Animation, Customising Software Packages, etc. This organisation also offers pathways through Cert IV and Diploma levels.
Student Requirements	Successful candidates will enrol in Cert III in Information, Digital Media and Technology. Could suit VCE or VCAL student depending on availability / timetable flexibility.