

VET DELIVERED TO SECONDARY STUDENTS GUIDE



Table of Contents

Welcome to Integrity.....	Page 3
VETDSS Overview.....	Page 4
Courses Overview.....	Page 5 - 6
BSB20120 Certificate II in Workplace Skills.....	Page 7 - 8
BSB30120 Certificate III in Business.....	Page 9 - 10
ICT30120 Certificate III in Information Technology.....	Page 11 - 12
ICT30120 Certificate III in Information Technology Cyber security awareness	Page 13 - 14
Fees.....	Page 15
Enrolment Process.....	Page 15
Student Management.....	Page 15
Student Obligations.....	Page 16
Locations.....	Page 16
Example - Progress Report.....	Page 17
Contact Information.....	Page 18

Welcome to Integrity Business College!

Established in 2005, Integrity Business College is a Nationwide Registered Training Organisation with students across multiple states, primarily in Victoria, South Australia and Tasmania.

As a leading Registered Training Organisation (RTO), we are committed to delivering high-quality training programs designed to meet your unique needs.

With our extensive expertise and industry experience, we specialise in providing tailored, nationally recognised programs in key areas such as Information Technology, Business, and Leadership and Management.

At Integrity Business College, we go beyond traditional training methods to provide a comprehensive and innovative educational experience. Our focus is on Vocational Education and Training (VET) in Schools, where we equip students with practical skills and knowledge that are directly applicable to their future careers.

We also offer School-Based Traineeships, which allow students to gain hands-on experience in their chosen fields while still completing their secondary education. By integrating learning with real-world application, we prepare our students to excel in their careers and achieve their professional goals.

We look forward to working with you!

Kind regards



Peter Venables
Managing Director



Dylan Venables
Operations Manager

VET DELIVERED TO SECONDARY STUDENTS

What is VETDSS?

VETDSS stands for Vocational Education and Training Delivered to Secondary Students. It refers to vocational education programs and courses provided to high school students, allowing them to gain practical skills and qualifications in various industries while still completing their secondary education.

These programs aim to provide students with hands-on experience and training that can enhance their employability and career prospects upon graduation.

Integrity Business College VETDSS programs are offered over a one or two-year period and may contribute to a student's overall VCE or VCE VM requirements (unscored)



















What are the benefits of VETDSS?

- Early Skill Development:**
Students gain practical, job-ready skills while still in high school, providing them with a head start in their chosen careers.
- Career Exploration:**
It allows students to explore different industries, helping them make informed decisions about their future careers.
- Increased Employability:**
VETDSS courses often align with industry needs, increasing students' chances of employment after graduation.
- Pathways to Further Education:**
Credits earned in VETDSS programs can often be applied towards further vocational training qualifications
- Nationally Recognised Qualifications:**
Many VETDSS courses lead to nationally recognised qualifications, adding value to students' resumes.

VETDSS COURSES: OVERVIEW

















BUSINESS PROGRAMS

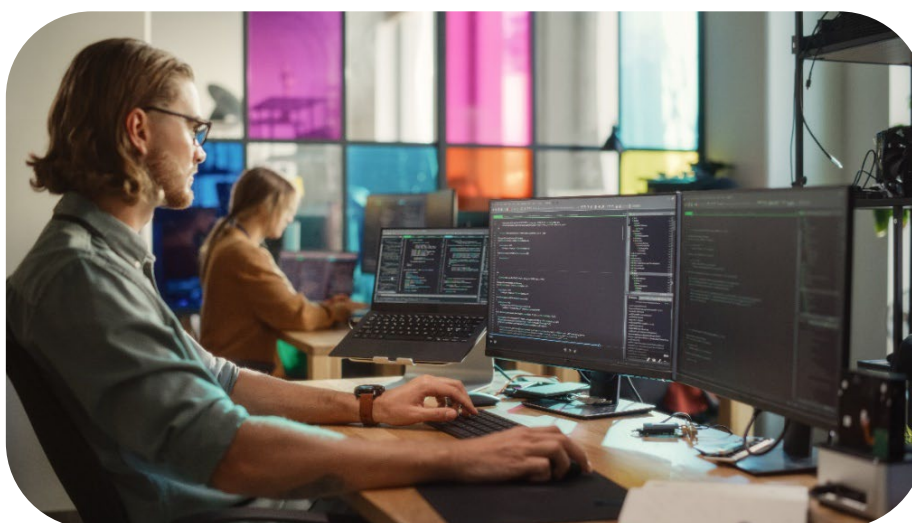
VETDSS COURSE	CAREER PATH	STUDY TIMETABLE	LOCATIONS	CREDIT	SCORED
BSB20120 Certificate II in Workplace Skills	<ul style="list-style-type: none">  Office Assistant  Junior Clerk  Junior Personal Assistant 	<ul style="list-style-type: none">  Wed or Fri 3 hours per week  Morning 9.30 -12.30pm  Afternoon 1pm - 4pm 	<ul style="list-style-type: none">  Virtual Class (MS TEAMS)  IBC Docklands Campus 	Yes	No
BSB30120 Certificate III in Business	<ul style="list-style-type: none">  Office Administrator  Clerk  Customer Service Officer 	<ul style="list-style-type: none">  Wed or Fri 3 hours per week  Morning 9.30 - 12.30pm  Afternoon 1pm -4pm 	<ul style="list-style-type: none">  Virtual Class (MS TEAMS)  IBC Docklands Campus 	Yes	No



VETDSS COURSES: OVERVIEW

INFORMATION TECHNOLOGY

VETDSS COURSE	CAREER PATH	STUDY TIMETABLE	LOCATIONS	CREDIT	SCORED
ICT30120 Certificate III in Information Technology	 Help desk officer	 Wed or Fri 3 hours per week	 Virtual Class (MS TEAMS)	Yes	No
	 Help desk assistant	 Morning 9.30 - 12.30pm	 IBC Docklands Campus		
	 ICT Support Officer	 Afternoon 1pm - 4pm			
ICT30120 Certificate III in Information Technology - Cyber Cluster	 Help desk officer	 Wed or Fri 3 hours per week	 Virtual Class (MS TEAMS)	Yes	No
	 Help desk assistant	 Morning 9.30 - 12.30pm	 IBC Docklands Campus		
	 ICT Support Officer	 Afternoon 1pm - 4pm			



Certificate II in Workplace Skills BSB20120

ABOUT THIS COURSE

With this course students will be prepared for the professional world where it equips students for entry-level positions in various business services settings.

The program focuses on developing essential and transferable skills and knowledge applicable to nearly any workplace.

AREAS OF STUDY

- ✚ Guidance on creating appropriate resumes and cover letters
- ✚ Skills in customer service / Effective communication
- ✚ Workplace health and safety knowledge
- ✚ Time management techniques
- ✚ Effective communication skills

CAREER PATH

- ✚ Office Assistant
- ✚ Junior Clerk
- ✚ Junior Personal Assistant



Certificate II in Workplace Skills BSB20120




COURSE DURATION

This course can be structured to be delivered over the entire school year, during which the student will be awarded a Certificate II in Workplace Skills. Students will be guaranteed a minimum of 180 nominal hours, encompassing units 1 & 2 of VCE.

COURSE PATHWAY

This can be a direct pathway into a Certificate III in Business or Certificate III in Information Technology

LOCATION

-  Virtual Classroom (MS TEAMS)
-  IBC Docklands Campus
-  IBC offers the opportunity to deliver our VETDSS programs directly to your students at your college in Metro Melbourne

DELIVERY

Wednesday or Friday
MORNING: 9.30am — 12.30pm or
AFTERNOON: 1pm — 4pm

CREDIT

Students may earn eligible credits toward their VCE or VCE VM senior secondary certificate (unscored).

UNIT		NOMINAL HOURS
BSBPEF101	Plan and prepare for work readiness	20
BSBTEC203	Research using the internet	30
BSBPEF201	Support personal wellbeing in the workplace	50
BSBPEF202	Plan and apply time management	20
BSBTEC202	Use digital technologies to communicate in a work environment	20
BSBTEC201	Use business software applications	60
BSBCMM211	Apply communication skills	40
BSBOPS201	Work effectively in business environments	30
BSBWHS211	Contribute to health and safety of self and others	20
BSBSUS211	Participate in sustainable work practices	20
TOTAL		310

Certificate III in Business BSB30120

ABOUT THIS COURSE

This qualification represents the responsibilities of individuals in various Business Services roles. Students will learn to perform a range of routine procedural, clerical, administrative, or operational tasks that require technological and business skills. They will use a wide array of competencies, exercising some discretion, judgment, and relevant theoretical knowledge.

AREAS OF STUDY

- ✚ Proficiency using computer applications
- ✚ Critical thinking and problem solving
- ✚ Working effectively within a team
- ✚ Effective customer service skills
- ✚ Creating business documents

CAREER PATH

- ✚ Office Administrator
- ✚ Administration Clerk
- ✚ Personal Assistant



Certificate III in Business BSB30120

COURSE DURATION




This course can be structured to be delivered over both Year 11 and Year 12 where the student will receive a Certificate III in Business.

If this course is not completed over both years of Senior Secondary Education the student will receive a partial completion of Certificate III in Business. Students will be complete a minimum of 180 nominal hours

COURSE PATHWAY

This can be a direct pathway into a Certificate IV in Business

LOCATION

-  Virtual Classroom (MS TEAMS)
-  IBC Docklands Campus
-  IBC offers the opportunity to deliver our VETDSS programs directly to your students at your college in Metro Melbourne

DELIVERY

Wednesday or Friday
MORNING: 9.30am — 12.30pm or
AFTERNOON: 1pm — 4pm

CREDIT

Students may earn eligible credits toward their VCE or VCE VM senior secondary certificate (unscored).

UNIT		NOMINAL HOURS
BSBPEF301	Organise personal work priorities	30
BSBWRT311	Write simple documents	30
BSBPEF201	Support personal wellbeing in the workplace	50
BSBSUS211	Participate in sustainable work practices	20
BSBWHS311	Assist with Maintaining workplace safety	40
BSBOPS304	Deliver and monitor a service to customers	35
BSBTEC302	Design and produce spreadsheets	35
BSBXCM301	Engage in workplace communication	40
BSBTEC301	Design and produce business documents	80
BSBTWK301	Use inclusive work practices	30
BSBCRT311	Apply critical thinking skills in a team environment	40
BSBTEC303	Create electronic presentations	20
BSBINS302	Organise workplace information	30
TOTAL		480

Certificate III in Information Technology

ICT30120

ABOUT THIS COURSE

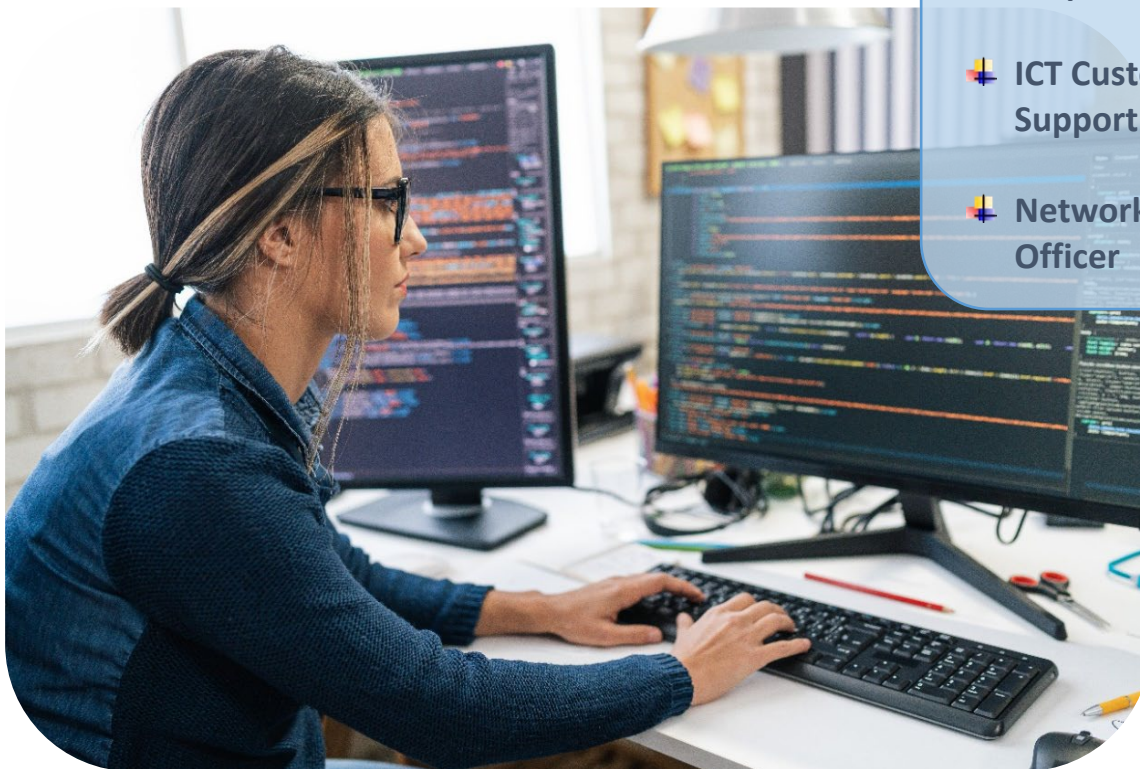
This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an ICT user. Students will learn generalist IT support services, networking and programming.

AREAS OF STUDY

- ✚ Networking system administration / configuring operating systems
- ✚ Standard diagnostics
- ✚ Introductory to programming techniques
- ✚ Working effectively within a team
- ✚ Critical thinking and problem solving

CAREER PATH

- ✚ Help Desk Officer
- ✚ ICT Customer Support
- ✚ Network Support Officer



Certificate III in Information Technology

ICT30120

COURSE DURATION

This course can be structured to be delivered over both Year 11 and Year 12 where the student will receive a Certificate III in Information Technology




If this course is not completed over both years of Senior Secondary Education the student will receive a partial completion of Certificate III in Information Technology.

Students will be complete a minimum of 180 nominal hours

COURSE PATHWAY

This can be a direct pathway into a Certificate IV in Information Technology

LOCATION

-  Virtual Classroom (MS TEAMS)
-  IBC Docklands Campus
-  IBC offers the opportunity to deliver our VETDSS programs directly to your students at your college in Metro Melbourne

DELIVERY

Wednesday or Friday
 MORNING: 9.30am — 12.30pm or
 AFTERNOON: 1pm — 4pm

CREDIT

Students may earn eligible credits toward their VCE or VCE VM senior secondary certificate (unscored).

UNIT	NOMINAL HOURS
ICTSAS305 Provide ICT Advice to clients	40
ICTSAS212 Record the requirements of client support requests	10
BSBCRT301 Develop and Extend Critical and Creative Thinking Skills	40
ICTSAS308 Run Standard Diagnostic Tests	20
ICTNWK311 Install and test network protocols	40
BSBXTW301 Work in a Team	40
ICTNWK307 Provide Network System Administration	60
ICTNWK309 Configure and Administer Network Operating Systems	70
BSBXCS303 Securely manage personally identifiable information and workplace information	40
ICTICT313 Identify IP, Ethics and Privacy Policies in ICT Environments	50
ICTPRG302 Apply introductory programming techniques	40
ICTSAS310 Install, Configure and Secure a small office or home network	50
TOTAL	500

Certificate III in Information Technology

ICT30120 - Cyber Security Awareness

ABOUT THIS COURSE

Students will learn generalist IT support services, networking and programming however this program also specialises in teaching students how to identify, report, and reduce personal and workplace cybersecurity threats. Students will learn to protect their personal online profile, manage personally identifiable information (PII) securely, and understand key cybersecurity concepts and practices.

AREAS OF STUDY

- ✚ Cyber security and device security and protection
- ✚ Standard diagnostics
- ✚ Networking system administration / configuring operating systems
- ✚ Critical thinking and problem solving
- ✚ Working effectively within a team

CAREER PATH

- ✚ Help Desk Officer
- ✚ ICT Customer Support
- ✚ Network Support Officer



Certificate III in Information Technology

ICT30120 - Cyber Security Awareness

COURSE DURATION

This course can be structured to be delivered over both Year 11 and Year 12 where the student will receive a Certificate III in Information Technology and Cyber Security Awareness Skill Set (BSBS00094)




If this course is not completed over both years of Senior Secondary Education the student will receive a partial completion of Certificate III in Information Technology.

Students will be complete a minimum of 180 nominal hours

COURSE PATHWAY

This can be a direct pathway into a Certificate IV in Information Technology

LOCATION

-  Virtual Classroom (MS TEAMS)
-  IBC Docklands Campus
-  IBC offers the opportunity to deliver our VETDSS programs directly to your students at your college in Metro Melbourne

DELIVERY

Wednesday or Friday
 MORNING: 9.30am — 12.30pm or
 AFTERNOON: 1pm — 4pm

CREDIT

Students may earn eligible credits toward their VCE or VCE VM senior secondary certificate (unscored).

UNIT		NOMINAL HOURS
ICTSAS305	Provide ICT Advice to clients	40
ICTSAS212	Record the requirements of client support requests	10
BSBXTW301	Work in a team	40
BSBXCS303	Securely manage personally identifiable information and workplace information	40
ICTICT313	Identify IP, Ethics and Privacy policies in ICT Environments	50
ICTPRG302	Apply Introductory programming techniques	40
BSBXCS301	Protect own personal online profile from cyber security threats	40
BSBXCS402	Promote workplace cyber security awareness and best practices	40
BSBXCS302	Identify and report online security threats	30
BSBCRT301	Develop and extend critical and creative thinking skills	40
ICTNWK307	Provide network system administration	60
ICTNWK309	Configure and administer network operating systems	70
TOTAL		500

FEES:

The fees for VETDSS programs can differ between schools due to various factors however currently our rate is \$1995 per year. Please reach out to your school's VET coordinator to find out the specific fees you may need to pay for this program.

ENROLMENT PROCESS

To enrol in our VETDSS programs there are a few steps that need to be considered.

1. Complete our online VETDSS School Program Application form
<https://www.integritybusinesscollege.au/school-programs/apply/>
2. Once application has been received our VETDSS team will be in touch to confirm details and issue enrolment paperwork for completion. Students will be required to complete a Literacy, Language and Numeracy Test along with a pre training review.
3. Once all enrolment paperwork has been completed our team will email through a Class / Unit schedule with trainer contact details. Students will be notified of online induction and first class.

STUDENT MANAGEMENT

Integrity Business College prides itself on being responsive and communicative throughout the students training and understands the importance of keeping the school and parent informed throughout the training.

To do this, we have a commitment to you that we will notify school and parent if a student/s have not attended their classes within 30-45mins of class starting.

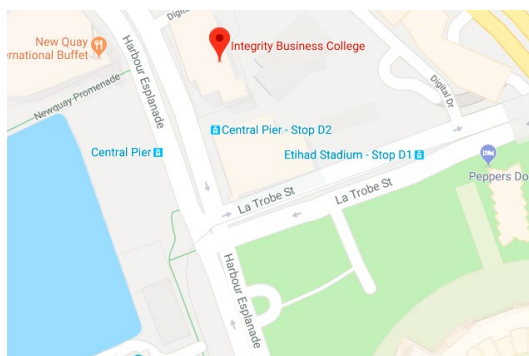
You will also receive Term Progress Reports and are happy to discuss their progress should you have any questions at any time.

STUDENT OBLIGATIONS

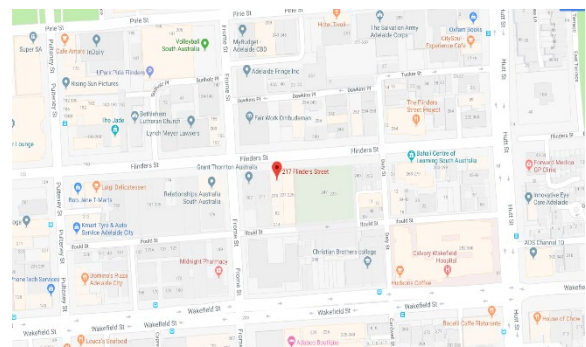
- ✚ Participate and interact constructively and consistently during all activities associated within the program.
- ✚ Abide by all policies and procedures in relation to online learning and completion of documentation as advised by IBC.
- ✚ Be responsible for their own learning and only present their own work when submitting assessments.
- ✚ Display appropriate conduct.
- ✚ Submit and complete all assignments by the required due date and in the instructed format.
- ✚ Attend all sessions and be punctual at all times.
- ✚ Notify the Integrity Business College if unable to attend any activity.

LOCATIONS

Level 4, Suite 401B
198 Harbour Esplanade, Docklands, 3008



217 Flinders Street, Adelaide, 5000



Integrity Business College Australasia Pty Ltd
 RTO ID: 21739 | ABN: 56 116 968 579
 Level 4, Suite 401B
 198 Harbour Esplanade
 DOCKLANDS Victoria 3008
 Ph. 1300 731 451
 admin@integritybusinesscollege.com
 www.integritybusinesscollege.com


Integrity Business College
 innovate • results • trust

EXAMPLE – PROGRESS REPORT

UNITS OF COMPETENCY

BSB30120 - Certificate III in Business

Unit Code	Unit Name	Nominal Hours	Status	Delivery Date	Sign Off Date
BSBPEF301	Organise personal work priorities	30	C	21/03/2024	05/04/2024
BSBWR311	Write simple documents	30	C	28/03/2024	15/04/2024
BSBPEF201	Support personal wellbeing in the workplace	50	C	11/04/2024	02/05/2024
BSBSUS211	Participate in sustainable work practices	20	C	02/05/2024	17/05/2024
BSBWH311	Assist with maintaining workplace safety	40	C	09/05/2024	05/06/2024
BSBOPS304	Deliver and monitor a service to customers	35	CA	09/05/2024	
BSBTEC302	Design and produce spreadsheets	35	N.R.	27/06/2024	
BSBXC301	Engage in workplace communication	40	N.R.	01/08/2024	
BSBINS302	Organise workplace information	30	N.R.	22/08/2024	
BSBCRT311	Apply critical thinking skills in a team environment	40	N.R.	05/09/2024	
BSBTEC301	Design and produce business documents	80	N.R.	19/09/2024	
BSBTEC404	Use digital technologies to collaborate in a work environment	50	N.R.	24/10/2024	
BSBTWK301	Use inclusive work practices	30	N.R.	14/11/2024	

Unit Status Legend

C	Competent / Pass	CA	Continuing Activity / In Progress	CT	Credit Transfer	N.R.	N.R.	Not Reported / Not Yet Started
----------	------------------	-----------	-----------------------------------	-----------	-----------------	-------------	------	--------------------------------

Please note this report is accurate as of 14/06/2024.

Version 2 10112023

CONTACT INFORMATION

For further information please don't hesitate to contact our VETDSS team on 1300 731 451 / VETDSS@integritybusinesscollege.com

Alternatively, if you wish to enrol please complete our School Program Application Form available on our website <https://www.integritybusinesscollege.au/school-programs/apply/> or by scanning the QR code below.

