

VET DELIVERED TO SECONDARY STUDENTS GUIDE



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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 (non-scored)



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 DELIVERY OPTIONS



VIRTUAL ONLINE CLASS

Our Virtual Online Classes are our most popular option, allowing students to study from the comfort of their school or home while receiving full support from our dedicated trainers.

-  **PLATFORM:** Microsoft Teams – A live and interactive workshop
-  **SESSION DURATION:** 3 hours per week
-  **DAYS:** Wednesday or Friday (other class days can be discussed)
-  **TIMES:** Morning: 9:30am – 12:30pm or Afternoon: 1:00pm – 4:00pm
-  **REQUIREMENT:** To ensure an effective learning experience, students must have:
A microphone, camera, speakers/headphones, a stable internet connection

IN-PERSON DELIVERY (DOCKLANDS CAMPUS)

For students who prefer face-to-face learning in a dedicated classroom environment, we offer in-person delivery at our Docklands campus:

198 Harbour Esplanade, Docklands VIC 3008

This option provides a supportive and professional learning environment where students can engage directly with their trainer and fellow classmates.




IN-PERSON DELIVERY (SCHOOL)

To make VETDSS programs even more accessible, we also offer on-site delivery at participating Secondary Schools across Metropolitan Melbourne, if student numbers meet our minimum class size requirements.

Our qualified trainers will come to your school to deliver the program in a familiar environment, reducing the need for travel and supporting smoother fit within your school's existing timetable.

To discuss this option, please contact our VETDSS team on 1300 731 451 / VETDSS@integritybusinesscollege.com



























No matter which delivery option you choose, every Integrity VETDSS student benefits from:

-  Access to a dedicated trainer who provides ongoing support and guidance throughout their course journey
-  Post-school pathway options including opportunities for further study and traineeships.
-  Regular communication with parents and VET coordinators to keep all parties informed about student progress and attendance.



VETDSS COURSES: OVERVIEW



















BUSINESS PROGRAMS

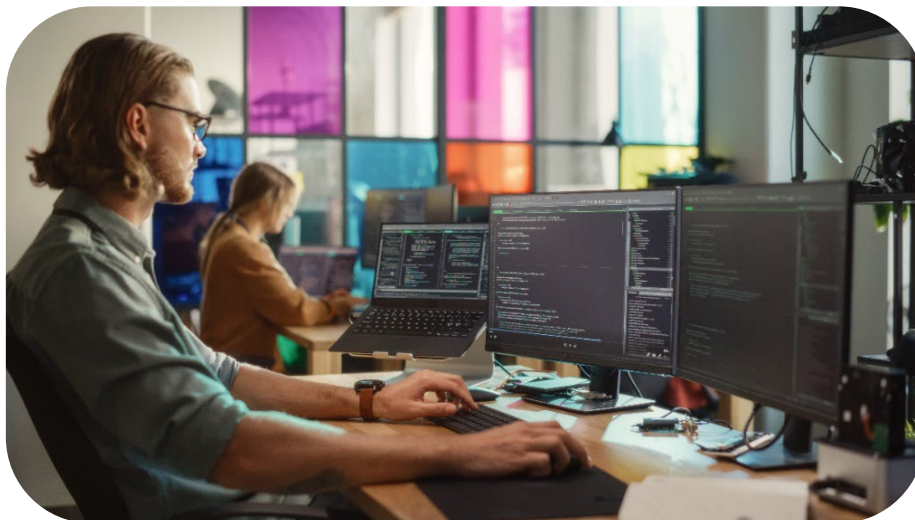
VETDSS COURSE	CAREER PATH	STUDY TIMETABLE	LOCATIONS	CREDIT	SCORED
BSB20120 Certificate II in Workplace Skills	<ul style="list-style-type: none">  Office Assistant  Junior Clerk  Junior Personal Assistant 	<ul style="list-style-type: none">  Wed or Fri 3 hours per week  Morning 9.30 -12.30pm  Afternoon 1pm - 4pm 	<ul style="list-style-type: none">  Virtual Class (MS TEAMS)  IBC Docklands Campus  External (School) 	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  External (School) 	Yes	No
BSB30220 Certificate III in Entrepreneurship and New Business	<ul style="list-style-type: none">  New Business Operator  Sole trader  Independent Contractor 	<ul style="list-style-type: none">  Wednesday 3 hours per week  Afternoon 1pm - 4pm  Other class options can be discussed 	<ul style="list-style-type: none">  Virtual Class (MS TEAMS)  External (School) 	Yes	No

The above dates and times are subject to change please contact to discuss other available times.

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	 External (School)		
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	 External (School)		



The above dates and times are subject to change please contact to discuss other available times.

BSB20120 Certificate II in Workplace Skills

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



BSB20120 Certificate II in Workplace Skills




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 (non-scored).

UNITS		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

BSB30120 Certificate III in Business

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



BSB30120 Certificate III in Business

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 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 (non-scored).

UNITS		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
BSBXC301	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

BSB30220 Certificate III in Entrepreneurship and New Business

ABOUT THIS COURSE

This qualification is for individuals who are interested in starting their own small business or helping to run one in the future. Students will gain practical skills to help them understand how small businesses work and how to run one successfully. They will learn about business planning, compliance and customer service skills. The course also focuses on personal organisation, business communication and building business relationships which are all essential for running or supporting a successful small business.

This course has limited places available. Students who wish to enrol will need to meet our selection criteria.

AREAS OF STUDY

- ✚ Exploring and developing new business ideas
- ✚ Understanding business compliance and legal requirements
- ✚ Delivering effective customer service
- ✚ Organising work priorities and business tasks
- ✚ Building and maintaining business relationships

CAREER PATH

- ✚ New business operator
- ✚ Sole trader
- ✚ Independent Contractor



BSB30220 Certificate III in Entrepreneurship and New Business

COURSE DURATION



This course can be structured to be delivered over both Year 11 and Year 12 where the student will receive a BSB30220 Certificate III in Entrepreneurship and New Business. While typically delivered over two years, it may be completed in one year depending on the delivery method and student capabilities.

If this course is not completed in full the student will receive a partial completion of BSB30220 Certificate III in Entrepreneurship and New Business. Students will 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 offers the opportunity to deliver our VETDSS programs directly to your students at your college in Metro Melbourne.

DELIVERY

Wednesday
AFTERNOON: 1pm — 4pm
*Other class options can be discussed

CREDIT

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

UNITS		NOMINAL HOURS
BSBESB301	Investigate business opportunities	25
BSBESB302	Develop and present business proposals	30
BSBESB303	Organise finances for new business ventures	50
BSBXCS303	Securely Manage personally identifiable information and workplace information	40
BSBPEF301	Organise personal work priorities	30
BSBTWK401	Build and maintain business relationships	35
BSBOPS306	Record stakeholder information	30
BSBOPS302	Identify business risk	40
BSBESB305	Address compliance requirements for new business ventures	45
BSBOPS304	Deliver and monitor a service to customers	35
TOTAL		360

ICT30120 Certificate III in Information Technology

ABOUT THIS COURSE

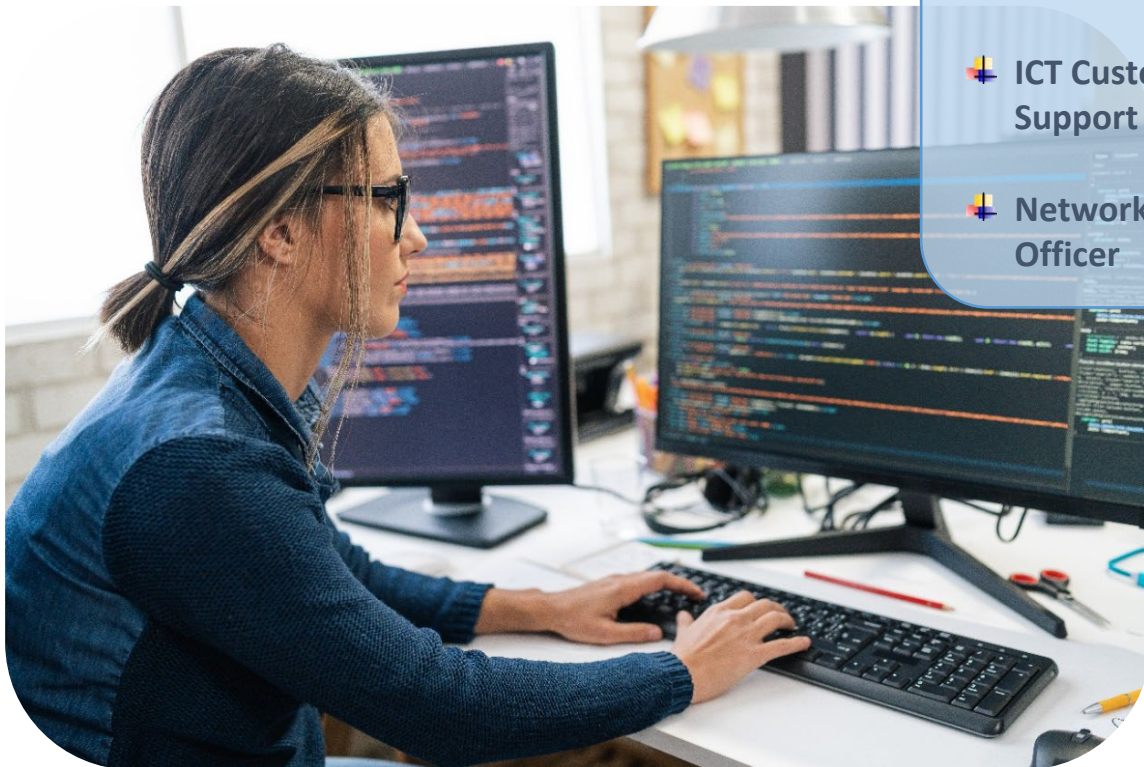
This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an ICT user. Students will learn generalist IT support services, networking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



ICT30120 Certificate III in Information Technology

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 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 (non-scored).

UNITS		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

ICT30120 Certificate III in Information Technology - Cyber Cluster

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



ICT30120 Certificate III in Information Technology - Cyber Cluster

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 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 (non-scored).

UNITS		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
ICTSAS308	Run Standard Diagnostic Tests	20
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		480

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.

*If the full program is completed in one year, please get in touch with us directly to discuss applicable fees.

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 Training 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.

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.

