

VCE VET BUSINESS



The VCE VET Business program aims to provide students with the basic skills needed to work in a business environment. Students are provided with the opportunity to acquire and develop skills in communication, teamwork, organising work priorities and document production.

What qualification will I receive?

If you satisfactorily complete the VCE VET Business program, you will receive BSB20107 Certificate II in Business, as well as a statement of attainment for selected units of competence from BSB30107 Certificate III in Business. This nationally recognised qualification is issued by the Registered Training Organisation (RTO).

What will I learn?

The VCE VET Units 1 and 2 core units of competence include occupational health and safety, communicating in the workplace, organising work activities and producing word processed documents. Elective units may include working effectively in a business environment, using business technology, handling mail, creating and using spreadsheets, delivering service to customers and environmentally sustainable work practices.

The VCE VET Unit 3 and 4 sequence incorporates compulsory units such as maintaining financial/business records, organising personal work priorities, organising workplace information, promoting innovation and designing and producing business documents.

What credit will I receive towards my VCE or VCAL?

VCE

You will be eligible for credit of up to five VCE VET units towards your VCE: three units at Units 1 and 2 level and a Unit 3 and 4 sequence.

A Study Score is available for this program, which can contribute directly to your ENTER - either as one of your best four studies ('the primary four') or as your fifth or sixth study.

VCAL

The VCE VET Business program (either partial or full completion) may contribute at the Foundation, Intermediate or Senior levels.

What career and/or employment opportunities will I have?

The Certificate II in Business provides a pathway into training and employment in business and related industries. It provides the knowledge and practical skills necessary to work efficiently and effectively in a wide range of business/office environments. Possible positions include administrative/office assistant, receptionist, information officer and customer service officer.

