



Lourdes Hill College

National Training Provider Number 30517

Vocational Education and Training (VET) is about gaining specific practical work-related skills to equip students for the world of work while they are at school. It contributes to young people's chances of obtaining employment upon leaving school and offers alternate pathways for their transition from school to work or further education and training.

As a Registered Training Organisation Lourdes Hill College offers students in Years 11 and 12 a range of options in VET courses. Enrolment in these courses is offered to students at the commencement of the semester:

The BSB30115 Certificate III in Business is currently listed on the Lourdes Hill College Scope of Registration.

Units of Competency	Group
BSBWHS302 Apply knowledge of WHS legislation in the workplace	Core
BSBITU312 Create electronic presentations	Elective
BSBCUS301 Deliver and monitor a service to customers	Elective
BSBCMM301 Process customer complaints	Elective
BSBDIV301 Work effectively with diversity	Elective
BSBITU212 Create and use spreadsheets	Elective
BSBITU314 Design and produce spreadsheets	Elective
BSBITU313 Design and produce digital text documents	Elective
BSBITU306 Design and produce business documents	Elective
BSBWRT301 Write simple documents	Elective
BSBITU401 Design and develop complex text documents	Elective
BSBITU309 Produce desktop published documents	Elective

In addition, students are able to undertake VET courses off-campus with training providers such as TAFE and a range of private providers. Some courses include areas such as Justice, Hospitality, Events, Hairdressing, Beauty and Hairdressing and Fashion. A complete list is available on request.

Students also have the opportunity to participate in School-based Traineeships and Apprenticeships (SAT's) as a further vocational option. SAT's enable students to complete a formal qualification as well as undertake paid work in their chosen career field. Students participating in this program are supported by the College through flexible timetabling arrangements which are tailored to meet the needs of the individual student. Students usually spend one day per week for a minimum 12 month period 'on the job' and undertake formal one-on-one training throughout that 12 month period.

Successful completion of VET Certificates provides students with a wealth of vocational skills and knowledge which enhances their opportunities to obtain part-time or full-time employment. Some courses can be used towards further study at TAFE or other private colleges.

For further information, please contact

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or

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