



VCE VET BUSINESS

INFORMATION GUIDE



120 CELEBRATING 100 YEARS
1904 2024

Kilbreda College

VCE VET BUSINESS

PROGRAM DESCRIPTION

The VCE VET Business program is drawn from a national training package and offers portable qualifications which are recognised throughout Australia. These qualifications provide students with a broad range of knowledge and skills to pursue a career or further training in the business industry. The Certificate II and III in Business provide a pathway for students who wish to continue with their business studies into higher education.

AIMS

The VCE VET Business program aims to:

- provide participants with the knowledge, skills, and competency that will enhance their training and employment prospects within a broad range of business and industry settings.
 - enable participants to gain a recognised credential and to make an informed choice of vocation or career path.
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UNIT 1 & 2

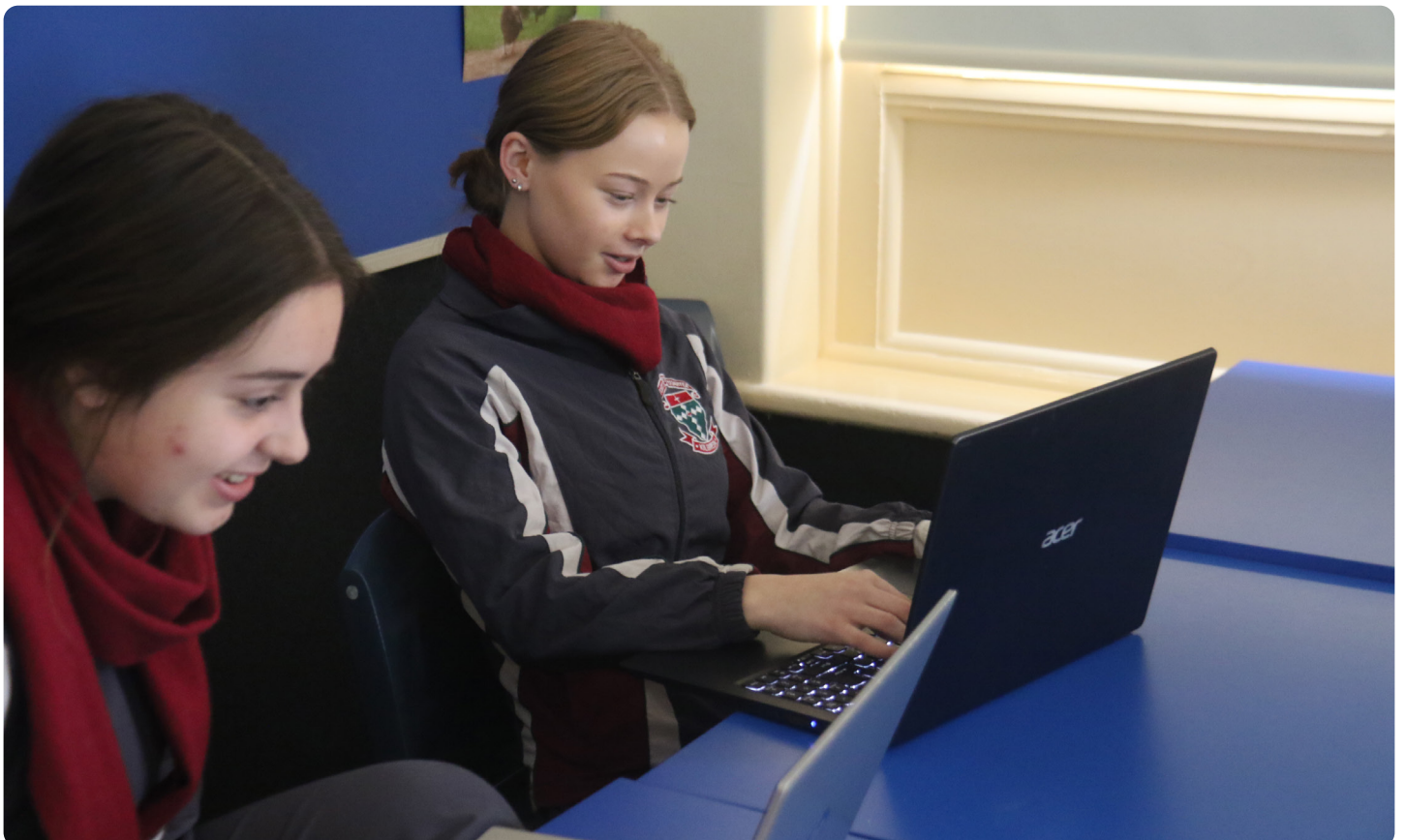
BSB30120 Certificate II in Business

In Units 1 & 2, the VCE VET Business core units of competency includes health and safety of self and others. Elective units may include communicating in the workplace, organising work activities and producing word processed documents, using business technology, handling mail, working effectively with others in a business environment, and participating in environmentally sustainable work practices.

UNIT 3 & 4

BSB30120 Certificate III in Business

In Units 3 & 4, the VCE VET Business sequence in the second year incorporates core units such as applying knowledge of WHS legislation in the workplace, organising workplace documents, designing and producing business documents, recommending products and services, and organising personal work priorities and development. Elective units may include processing customer complaints, maintaining financial records, supporting a workplace learning environment, and promoting innovation in a team environment.



CAREER OPTIONS

- Administration
- Business Analyst
- Business Development
- Commerce
- Communication
- Human Resources
- ICT
- Marketing
- Operations

UNITS OF COMPETENCY

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To find out more information
about VCE VET Business
at Kilbreda College, please contact:

Carolyn Callaghan
Learning Leader: Humanities

carolyn.callaghan@kilbreda.vic.edu.au

Kilbreda College

118 Mentone Parade, Mentone VIC 3194
(03) 9581 7766
kilbreda.vic.edu.au



This flyer is correct as of July 2024, however may be subject to change.

