

Vocational Education and Training (VET) For School Students



PROSPECTUS 2024



Adelaide Institute of Business and
Technology | Level 4-5, 127 Rundle
Mall, Adelaide, SA 5000

CRICOS Provider Number 03133G
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SACE School Number 398

Contents

Welcome to AIBT VET for Schools	3
South Australian Government Subsidised Training	4
Our Staff	5
Our Trainers	6
Scholarships Why choose AIBT VET for Schools	8
Student Testimonials	9
School Testimonial	10
Our Courses	11
	12
BSB30120 Certificate III in Business	
BSB30120 Certificate III in Business (Medical Administration)	
BSB30320 Certificate III in Legal Services	
BSB30220 Certificate III in Entrepreneurship and New Business	
ICT20120 Certificate II in Applied digital technologies	
ICT30120 Certificate III in Information Technology	
Stackable VET Courses	18

Welcome to AIBT VET for Schools

The Adelaide Institute of Business and Technology (AIBT) is a highly successful registered training organisation, teaching nationally recognised vocational education and training (VET) qualifications to adults and school students in Adelaide since 2010.

Nearly 50 percent of SACE students choose to study vocational education and training courses to support them to complete their SACE. (Professor Martin Westwell, Chief Executive, SACE Board of SA, VET edition video published 14 May 2020).

Our Certificate III and Certificate IV courses deliver skills for students to access career opportunities during and beyond high school, to strengthen their Australian Tertiary Admission Rank (ATAR), as well as graduating with their SACE.

Our AIBT VET courses for school students have been carefully designed to support skill shortages in Adelaide and Australia. Most of these courses are offered after school hours in our Rundle Mall campus. Our courses are designed to prepare students to be WORK READY. We can also cater for students wishing to undertake their courses online.

We believe that education is the best path to personal and professional growth. Education benefits students, families, and our wider community, equipping students with the skills and knowledge they need to reach their potential and pursue their desired future career pathways.

South Australian Government Subsidised Training

Preamble

You may be eligible for government subsidise to undertake Nationally accredited VET for Schools courses through the Adelaide Institute of Business & Technology. In preparing this prospectus we have consulted the most up to date Subsidised Training List 8.0 (STL 8.1), effective 03 January 2023 and the Vocational Education and Training (VET) courses for school students (updated 03 January 2023) published by the South Australian Government.

Procedure

Students in year 10, 11 and 12 need to consult their school coordinator or pathways coordinator to discuss their VET study and the VET course they want to take. The VET Readiness Orientation (VETRO) process is then required for school students looking to access a subsidised course.



Please visit: providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need for more details about the VETRO process.

FOR FURTHER INFORMATION on VET IN SCHOOLS and Financial Assistance talk to your school's VET coordinator or pathways coordinator.

Visit: <https://mytraining.skills.sa.gov.au/training/thinking-about-vet/vet-for-school-students>

VET for School STAFF

Katlyne manages all student related VET enrolment processes, including school, student and parent enquiries. Katlyne liaises with the Trainers and connects with other AIBT staff in order to address student matters.

Katlyne has a Bachelor and a Masters degree in International Business from Flinders University. With a background in travel management, Katlyne has extensive experience in the industry, including airline management, finance, events management, customer service and education.



Katlyne Bundal
VET for School Students
Coordinator



VET for School TRAINERS



Faraz Khan

Faraz is AIBT's Information Technology Coordinator. His educational background is in Digital Communications and Masters in Science (Digital Communication Networks) from London Metropolitan University. Additionally, he has a Masters in Business Administration degree and worked for iiNet and IP Partners for 3 years. Previously, he has worked as an ICT Trainer for Jabin Hopkins Institute of Technology providing training in ICT for Certificate 3, Certificate 4, Diploma and Advanced Diploma Level. He has various vendor-based certifications throughout his 17 year career which included CISCO, Microsoft, Juniper and VMWARE.



Ann Greci

Ann is a qualified and experienced educator with a Bachelor of Teaching - Education & Training of Adults, qualifications in Business Management, Hospitality, Real Estate, Project Management, Retail and Police studies.

Ann currently works as a business development manager and consultant and as an industry trainer and assessor and a mentor and coach. She is a strong advocate of continual learning and innovation in business leadership and management and personal development.

Leu is passionate about the delivery of quality training and has over 30 years of business and technology experience, training and facilitating within government, private sectors and simulated business environments. Leu is a patient, enthusiastic and focused trainer who communicates clearly and effectively within diverse environments, incorporating innovation and resources for an enjoyable learning experience.



Leu Zaknich

Andrew is an experienced trainer who has designed and taught Certificate III and Certificate IV in Business, Micro-Business and in Leadership and Management.

Andrew has been a business coach, coaching and training individuals and groups in all aspects of business operations, and especially in how to set and achieve goals and promote their businesses.



Andrew Inglis



SCHOLARSHIPS

Adelaide Institute of Business and Technology (AIBT) offers scholarships both for international and domestic students. Our scholarships are provided to candidates who have demonstrated a high level of academic achievement, or outstanding performance in the workplace.

To be eligible for a Scholarship, you must meet the following criteria:

- Entry requirements of the program which you are applying;
- Evidence of high level of academic performance;
- Able to show commitment to completing studies
- Long term plans for career or further studies.

Note: Payment plans are available.

Scholarships Application Key Dates

Intake 1
31 January 2024

Intake 2
6 April 2024

Intake 3
29 June 2024

Please send the scholarship application form to katlyne.bundal@aeg.edu.au
For more scholarship information, please visit
www.aibt.edu.au/enrolment/scholarships

WHY AIBT?

1. Multiple start dates and delivery methods

We understand that students do change their minds with their school core subjects once the year has commenced. Our flexible VET course options can work for such students. Individual Study Plans are developed to ensure students finish in time for their chosen pathway outcomes. All our courses use a mixed delivery mode. And we use a variety of assessment methods. Students can access our experienced learning support team in Adelaide and Melbourne campus.

2. Cost Effective career pathway to University

Save time and money by investing in your future at AIBT. You can continue with AIBT post school Diplomas and Graduate Diploma courses, full-time or part-time. Recognised by universities Australia-wide, these fully accredited post-school qualifications are less expensive than university and can give you the equivalent of up to 1.5 years of a degree in credit – meaning you pay less for the same quality education.

3. Convenient & Safe Locations

Located in the heart of the Adelaide and Melbourne city centres, AIBT gives you direct access to key facilities such as libraries, shopping centres, food courts and public transport. On campus, you will be welcomed by our friendly staff and experience a collegiate learning environment in which students collaborate with each other, sharing their many varied and amazing backgrounds and cultures.

4. Experienced and Caring Trainers

Our qualified AIBT trainers all have industry experience, ensuring you get training which is up-to-date and relevant for your future career. Trainers take an individualised approach to each student and provide intensive support to ensure successful completion of our courses.

5. Welcoming & strong learning and well-being support

We consider each student as an individual person and have services in place to provide a variety of support, not just for academic matters but also for wellbeing. Where we can't meet a student's unique needs we have a network of specialist support services that can help.

Student Testimonials

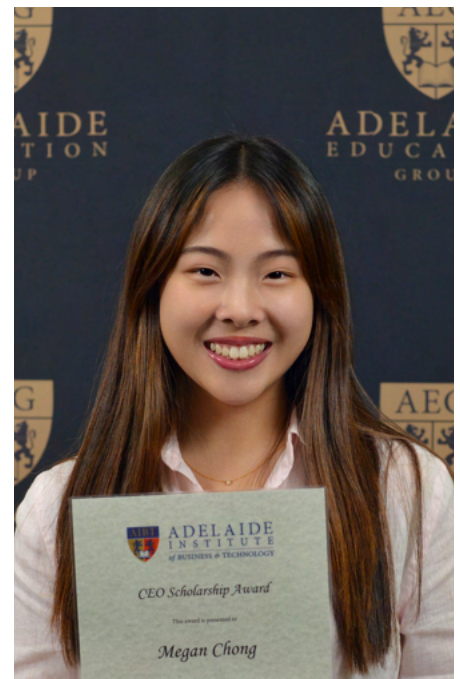


AIBT have offered an astounding level of support. They truly care for the students involved with the VET course and aim to achieve a pass on all criteria. Our teacher is very organised, and understands how overwhelming all our subjects can be, and hence, assists us in any way that might benefit us in our VET course; whether it be an extended due date, or sitting beside us to assist in our assignments. The e-books are quite handy and are always available when we need to refer to them. All in all, AIBT is very focused on their students excelling and succeeding in all criteria associated to the VET course.

*Kaitlin DL (Temple Christian College),
Certificate III in Business Administration (Legal)*

I heard about AIBT Vet in Schools program from my parents. I did the Certificate III in Business Administration (Medical) at AIBT. I chose this course because I want to pursue something in the medical field in the future. I hoped in doing this course it would allow me to delve into what it would be like working in the medical industry as well as broadening my knowledge and medical vocabulary. The best part of studying with AIBT is learning more about the business side of the medical industry and meeting new people every day. Also, I found the location ideal due to easily accessible public transportation and a variety of options at lunch time.

*Megan C (St. Ignatius College student),
Certificate III in Business Administration (Medical)*



School Testimonial

AIBT are providing Wilderness students with flexible and fluid modes of learning including the use of workbooks, ebooks and academic calendars which are aligned to school terms and SACE completion deadlines. We have been particularly impressed with their ability to move to online learning so quickly and professionally during the challenging time of COVID-19. Trainers have demonstrated a professional and caring approach to all students, catering for individual needs while continuing to meet industry standards.

AIBT have been able to offer a broad range of VET course options including Cert III Business Administration (Medical) and Cert III Business Administration (Legal), courses that have been of particular interest to a number of Wilderness students who are keen to undertake further study upon completion of high school and in some cases, part time work while still at school. The VET course options offered at AIBT align with areas of skill shortages and growth in Australia. Of particular interest to our students are the Intensive-Classes options which allow students to undertake a VET course during school holidays and in the evenings. Students believe they benefit from this format as they can concentrate on the VET course content while not detracting from their normal school day.

AIBT staff have provided an outstanding level of professionalism and support while working with Wilderness students. Course trainers and all staff at AIBT have demonstrated a flexible and caring approach to every student. The AIBT staff maintain regular contact with all Wilderness students enrolled in VET courses and have established open communication channels with parents and career office staff at Wilderness School. They ensure students are provided every opportunity to complete the course requirements, meet standards and deadlines in order for them to graduate with both SACE and a full Certificate III.

I highly recommend AIBT as an organised, efficient and proactive VET for Schools course provider and look forward to continuing our relationship moving forward.”

C. Rocco, Careers Counsellor Wilderness School

BSB30120

Certificate III in Business

This qualification reflects the role of individuals in a variety of business services job roles. It is especially relevant to individuals who are establishing their own approach to work and their own performance standards. They carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

Campus

Adelaide

Total nominal hours

485 hours

Academic Entry Requirement

Current Year 10 or above

IntakesFebruary, April, July, October
- Regular Monday nights**Intensive classes available**Please contact us on
info@aibt.edu.au
for more information.**Cost**Enrolment Fee - \$300
(non-refundable)
Tuition Fee - \$1,600
Full Fee - \$1,900

Course Structure

Core Units

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practice
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication

Elective Units

BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBWRT311	Write simple documents
BSBXCS303	Securely manage personally identifiable information and workplace information
BSBOPS302	Identify business risk

BSB30120

Certificate III in Business (Medical Administration)

This qualification reflects the role of individuals in a variety of business services job roles. It is particularly applied to individuals who want to develop or enhance competency working in medical administration contexts.

Campus

Adelaide

Total nominal hours

500 hours

Academic Entry Requirement

Current Year 10 or above

IntakesFebruary, April, July, October
- Regular Monday nights**Intensive classes available**Please contact us on
info@aibt.edu.au
for more information.**Cost**Enrolment Fee - \$300
(non-refundable)
Tuition Fee - \$1,600
Full Fee - \$1,900

Course Structure

Core Units

BSBSUS211	Participate in sustainable work practices
BSBXCM301	Engage in workplace communication
BSBWHS311	Assist with maintaining workplace safety
BSBTWK301	Use inclusive work practices
BSBPEF201	Support personal wellbeing in the workplace
BSBCRT311	Apply critical thinking skills in a team environment

Elective Units

BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBOPS302	Identify business risk
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patients' records
BSBMED305	Apply the principles of confidentiality, privacy, and security within the medical environment

BSB30320

Certificate III in Legal Services

This qualification reflects the role of individuals who use a broad range of administrative competencies in legal environment. They may also provide technical advice and support to their team.

Campus

Adelaide

Total nominal hours

355 hours

Academic Entry Requirement

Current Year 10 or above

IntakesFebruary, April, July, October
- Regular Tuesday nights**Intensive classes available**Please contact us on
info@aibt.edu.au
for more information.**Cost**Enrolment Fee - \$300
(non-refundable)
Tuition Fee - \$1,600
Full Fee - \$1,900

Course Structure

Core Units

BSBTEC201	Use business software applications
BSBLEG314	Protect information in a legal services environment
BSBLEG311	Work in a legal services environment
BSBXCM301	Engage in workplace communication

Elective Units

BSBLEG312	Carry out a search of the public record
BSBLEG315	Assist in planning activities in a legal services environment
BSBLEG421	Apply understanding of the Australian legal system
BSBOPS305	Process customer complaints
BSBWHS211	Contribute to the health and safety of self and others
BSBWRT311	Write simple documents

BSB30220

Certificate III in Entrepreneurship and New Business

This qualification reflects the role of individuals establishing or carrying on business as a sole trader or contractor, as well as those supporting the establishment of a new venture as part of a larger organisation.

Campus

Adelaide

Total nominal hours

385 hours

Academic Entry Requirement

Current Year 10 or above

IntakesFebruary, April, July, October
- Regular Tuesday nights**Intensive classes available**Please contact us on
info@aibt.edu.au
for more information.**Cost**Enrolment Fee - \$300
(non-refundable)
Tuition Fee - \$1,600
Full Fee - \$1,900

Course Structure

Core Units

BSBESB301	Investigate business opportunities
BSBESB302	Develop and present business proposals
BSBESB303	Organise finances for new business ventures
BSBESB305	Address compliance requirements for new business ventures

Elective Units

BSBESB304	Determine resource requirements for new business ventures
BSBOPS302	Identify business risk
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
BSBPUR301	Purchase goods and services
BSBST401	Promote innovation in team environments

ICT20120

Certificate II in Applied Digital Technologies

This qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts. It is designed for those developing the necessary digital and technology skills in preparation for work. These individuals carry out a range of basic procedural and operational tasks that require digital and technology skills.

Campus

Adelaide

Total nominal hours

480 hours

Academic Entry Requirement

Current Year 10 or above

IntakesFebruary, April, July, October
- Regular Tuesday nights**Intensive classes available**Please contact us on
info@aibt.edu.au
for more information.**Cost**Enrolment Fee - \$300
(non-refundable)
Tuition Fee - \$1,600
Full Fee - \$1,900

Course Structure

Core Units

BSBSUS211	Participate in sustainable work practices
BSBTEC202	Use digital technologies to communicate in a work environment
BSBWHS211	Contribute to the health and safety of self and others
ICTICT213	Use computer operating systems and hardware
ICTICT214	Operate application software packages
ICTICT215	Operate digital media technology packages

Elective Units

BSBTEC201	Use business software applications
BSBTEC301	Design and produce business documents
BSBTEC303	Create electronic presentations
BSBXCS303	Securely manage personally identifiable information and workplace information
BSBCRT201	Develop and apply thinking and problem-solving skills
BSBWRT311	Write simple documents

ICT30120

Certificate III in Information Technology

The Certificate III in Information Technology 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 advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

Campus

Adelaide

Total nominal hours

480 hours

Academic Entry Requirement

Current Year 10 or above

Intakes

February, April, July, October
- Regular Monday and Tuesday
nights

Intensive classes available

Please contact us on
info@aibt.edu.au
for more information.

Cost

Enrolment Fee - \$300
(non-refundable)
Tuition Fee - \$2,650
Full Fee - \$2,950

Note

If you want to apply for this
course as a Flexible Industry
Pathway (FIP),
please speak with your school
coordinator first.



Course Structure

Core Units

BSBCRT311	Apply critical thinking skills in a team environment
BSBXCS303	Securely manage personally identifiable information and workplace information
BSBXTW301	Work in a team
ICTICT313	Identify IP, ethics, and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS305	Provide ICT advice to clients

Elective Units

BSBXCS404	Contribute to cyber security risk management
ICTSAS311	Maintain computer hardware
ICTNWK309	Configure and administer network operating system
ICTICT443	Work collaboratively in the ICT industry
ICTWEB304	Build simple web pages
ICTWEB305	Produce digital images for the web

Stackable VET Courses

VET courses beyond the flexible industry programs cater to school students and are referred to as stackable VET options. These are brief courses that grant SACE credits and have specific objectives:

- Offering pre-vocational skills.
- Enhancing work preparedness.
- Providing a chance to explore various fields before committing to a particular qualification.

AIBT offers the following Stackable VET courses that are particularly suitable for students who wish to experiment with different areas or acquire skills for part-time employment in Australia.

Introduction to Business

Units of Competency

BSBCRT201	Develop and apply thinking and problem solving skills
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBOPS301	Work effectively in business environments

Total Nominal Hours:

140

Source Qualification:

BSB20120 Certificate II
in Workplace Skills

Course Duration:

20 weeks

Full fee: \$700

Advanced Business (Documents)

Units of Competency

BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBINS302	Organise workplace information

Total Nominal Hours:

145

Source Qualification:

BSB30120 Certificate III
in Business

Course Duration:

20 weeks

Full fee: \$700

Advanced Business (Commerce)

Units of Competency

BSBESB302	Develop and present business proposals
SIRXMKT001	Support marketing and promotional activities
BSBOPS302	Identify business risk
BSBFIN302	Maintain financial records

Total Nominal Hours:

160

Source Qualification:

BSB30120 Certificate III
in Business

Course Duration:

20 weeks

Full fee: \$750

BSBSS00103 New Business Ventures Skill Set

Units of Competency

BSBESB301	Investigate business opportunities
BSBESB302	Develop and present business proposals
BSBESB303	Organise finances for new business ventures
BSBESB304	Determine resource requirements for new business ventures

Total Nominal Hours:

135

Source Qualification:

BSBSS00103 New Business
Ventures Skill Set

Course Duration:

20 weeks

Full fee: \$750

Introduction to Information Technology

Units of Competency

ICTICT214	Operate application software packages
ICTSAS215	Protect and secure information assets
ICTSAS218	Obtain and connect hardware peripherals

Total Nominal Hours:

100

Source Qualification:

ICT20120 Certificate II in
Applied Digital Technologies

Course Duration:

10 weeks

Full fee: \$500

Stackable VET Courses

Introduction to IT Support

Units of Competency

ICTSAS211	Develop solutions for basic ICT malfunctions and problems
ICTSAS212	Record the requirements of client support requests
ICTICT219	Interact and resolve queries with ICT clients
BSBCRT201	Develop and apply thinking and problem solving skills

Total Nominal Hours:

80

Source Qualification:

ICT20120 Certificate II in
Applied Digital Technologies

Course Duration:

20 weeks

Full fee: \$700

Advanced Technology

Units of Competency

ICTCLD301	Evaluate characteristics of cloud computing solutions and services
BSBXCS303	Securely manage personally identifiable information and workplace information
ICTPRG302	Apply introductory programming techniques
ICTSAS308	Run standard diagnostic tests

Total Nominal Hours:

140

Source Qualification:

ICT30120 Certificate III in
Information Technology

Course Duration:

20 weeks

Full fee: \$700

Advanced Cyber Security Awareness

Units of Competency

BSBCRT311	Apply critical thinking skills in a team environment
BSBXCS301	Protect own personal online profile from cyber security threats
BSBXCS303	Securely manage personally identifiable information and workplace information
BSBXCS402	Promote workplace cyber security awareness and best practices

Total Nominal Hours:

150

Source Qualification:

ICT30120 Certificate III in
Information Technology

Course Duration:

20 weeks

Full fee: \$700

Advanced Website Development

Units of Competency

ICTWEB304	Build simple web pages
ICTWEB305	Produce digital images for the web

Total Nominal Hours: 80

Source Qualification:

ICT30120 Certificate III in
Information Technology

Course Duration:

10 weeks

Full fee: \$500





Our Facilities





**AIBT IS COMMITTED TO HELPING YOU
REACH YOUR POTENTIAL IN YOUR FUTURE CAREER.**



Adelaide Campus

Level 5, 127 Rundle Mall, Adelaide, SA 5000

Phone: +61 8 8212 0990

Email: info@aibt.edu.au

CONTACT:

Katlyne Bundal

VET for Schools Coordinator

Email: katlyne.bundal@aeg.edu.au or info@aibt.edu.au

Adelaide Institute of Business and Technology (AIBT)
AIBT – VET for School Students

All courses run by AIBT.
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