

Career Training Institute (CTI) provides VET in School programs for students wishing to further their career opportunities.

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.



Course structure

To graduate from this course, students are required to complete twelve units: one core unit plus eleven electives. The following units in this course have been selected by CTI after investigation informed by engagement with industry.

Units of Competency

BSBWHS201	Contribute to health and safety of self and others
BSBWOR204	Use business technology
BSBITU211	Produce digital text documents
BSBCMM201	Communicate in the workplace
BSBIND201	Work effectively in a business environment
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBINN201	Contribute to workplace innovation
BSBINM202	Handle mail
BSBITU212	Create and use spreadsheets
BSBITU314	Design and produce spreadsheets
BSBITU306	Design and produce business documents

Delivery mode

The course is delivered in a classroom setting at the student's school. At times, the classroom/school setting is used as a simulated work environment. Training is delivered and assessment is conducted by school teachers working on CTI's behalf. These teachers are qualified trainer/assessors. Each class of students is allocated to a teacher.

Students are provided access to the CTI Learning Management System (Canvas) to access learning resources.

CTI is a registered training organisation (RTO) and is the course provider. The CTI Office is located in Melbourne.

Course duration

This course is designed to be completed over a total period of 20 months (February Year 1 – October Year 2).

Course fees

Fees charged by CTI are paid by the school.