

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

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.



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

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBINM301	Organise workplace information
BSBPR0301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBCUS301	Deliver and monitor a service to customers
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
BSBITU309	Produce desktop published documents
BSBITU311	Use simple relational databases
BSBITU312	Create electronic presentations
BSBITU212	Create and use spreadsheets
BSBITU314	Design and produce spreadsheets

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 period of 9 months (February - September).

Course fees

Fees charged by CTI are paid by the school.