

**EBITS** offers students the opportunity to gain authentic workplace experience in a professional business environment while completing qualifications and practical structured work experience in business or tourism.

Located onsite at Boyne Smelter Limited (BSL) the **EBITS Program** provides an alternative education pathway for Year 10, 11 and 12 students in the Gladstone region who want to gain experience in an authentic business environment. The EBITS office space is located amongst BSL professional suites, allowing access to BSL staff and BSL work experience opportunities and project support. EQIP students are provided opportunities for involvement in authentic workplace learning, active involvement in the community, and practical hands-on training aligned to the chosen career pathway.

## Choose your career pathway

### BUSINESS



Gain practical office administration skills while training in a professional authentic business environment. Students have opportunities to complete an enterprise project aligned to the business career pathway.

- Year 10 Certificate II in Business (new students)
- Year 11 Certificate III in Business (continuing or new students)
- Year 12 Certificate III / Diploma / Bachelor of Business (continuing or new students)

### TOURISM



Develop tools and knowledge to begin a career in the tourism and travel industry. Students are equipped with relevant knowledge and skills and authentic workplace learning opportunities with tourism providers in the local community. Students participate in a 1 week tourism camp at the Gold Coast to learn more about the industry.

- Year 10 Certificate II in Business (new students)
- Year 11 Certificate III in Business (continuing or new students)
- Year 12 Certificate II in Tourism (continuing or new students)

## Develop valuable behavioural skills

EBITS students participate in the EQIP Career Development Program designed to better prepare students for recruitment and selection, future employers and the workforce in general.

### Career Development Program



Students are provided opportunities to develop and test skills in the following competency areas:

- Communication
- Planning and organising
- Initiative
- Teamwork
- Problem Solving
- Safety Awareness
- Time Management
- Technology
- Work and Learn Independently

### Location

EBITS Centre at Boyne Smelter and various locations for work experience

### Duration

1 day per week all year: Business on Wednesday; Tourism on Thursday

### 2017 Enrolment

Applications for the 2018 intake will open on 10<sup>th</sup> July and close on 1<sup>st</sup> September 2017

# EQIP Business, Industry and Tourism Skills Centre (EBITS)



## BSB20115: Certificate II in Business

Unit #	Course competency
BSBCM201	Communicate in the workplace
BSBINM201	Process and maintain workplace information
BSBITU101	Operate a personal computer
BSBITU102	Develop keyboarding skills
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBITU203	Communicate electronically
BSBSUS201	Participate in environmentally safe work practices
BSBWS201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology

The RTO is the Tannum Sands State High School (RTO 30586)

## BSB30115: Certificate III in Business

Unit #	Course competency
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBCUS301	Deliver and monitor a service to customers
BSBINN301	Promote innovation in a team environment
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBFLM312	Contribute to team effectiveness
BSBWRT301	Write simple documents
BSBCRT301	Develop and extend critical and creative thinking skills
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
BSBLE301	Undertake e-learning
BSBSMB201	Identify suitability for micro business
FNSFLT301	Be MoneySmart
BSBSMB302	Develop a micro business proposal

The RTO provider is Binnacle Training (RTO 31319)

## SIT20112: Certificate II in Tourism

Unit #	Course competency
SITXCOM002	Show social and cultural sensitivity
SITIND001	Sources and use information on the tourism and travel industry
SITXCCS003	Interact with customers
SITXWHS001	Participate in safe work practices
SITGDE001	Interpret aspects of local Australian Indigenous culture
SITGDE007	Research and share general information on Australian Indigenous Cultures
SITXCCS002	Provide visitor information
SITTTSL004	Provide advice on Australian destinations
SITXCCS001	Provide customer information and assistance
SITXCOM001	Source and present information
SITHIND001	Use hygienic practices for hospitality service

The RTO is the Career Training Institute of Australia (RTO 6517)

Upon successful completion of all units of competencies in the course, students will be issued with a certificate. Should a student not complete the entire course then a Statement of Attainment will be given for the units successfully completed.

### Recognition of Prior Learning (RPL):

A student's prior units of competency that were successfully completed in the Certificate I and/or Certificate II are taken into account. Successfully completed units of competency may be recognised using the national standard for Mutual Recognition or through Recognition of Prior Learning (RPL). Documentary evidence will be requested.

### Application and Selection Process

EQIP undertake a rigorous and consistent recruitment and selection process to ensure that our students are the best fit for the program. When submitting the 'Expression of Interest' form, please attach a current student resume, teacher references and the latest report card. While it is recommended that students have a pass in Maths and English, other factors are taken into account such as behaviour and effort. Offers will be made in Term 4 of the current school year for the next year intake. Expression of Interest forms are available by visiting the EQIP website or contacting your senior school coordinator.

### Costs

Program student levies are reviewed on an annual basis to ensure that the fees are reasonable and can cover a portion of the costs that are incurred through delivery of EQIP Programs on campus or off-site at our specialised learning facilities. Refer to the EQIP website for the EQIP Fees and Payment Policy for course fees and enrolment conditions.

### Program Curriculum and VET Qualifications

Vocational Education and Training in Schools (VETiS) focuses on delivering qualifications to provide students with the skills and knowledge required for specific industries. From 1 July 2014, the VET investment budget provides funding for ONE (1) qualification (fee-free) in a skills shortage area for students enrolled in schools. VETiS is funded by the VET investment budget and enrolment to complete a VETiS certificate is fee-free for students. If the qualification is NOT listed on the Queensland Training Subsidies list students are required to pay full fees (fee-for-service). EQIP reserves the right to change program certificates and pathways to ensure alignment to available Vocational Education Training in Schools (VETiS) funded options and local business and industry employment needs.

Nationally Recognised Qualification	YES
OP eligible	YES
VET qualifications	YES
QCE eligible	YES
Tertiary ranking	YES



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BUSINESS, INDUSTRY & TOURISM SKILLS CENTRE

