

Costs and Uniforms

- The BITS Centre uniform is supplied by BSL after the successful completion of inductions
- Costs for work experience organised through the Schools and Industry Network (SAIN) may apply
- There is an annual fee which is reviewed each year to be paid at your base school.

Which careers can the BITS Centre help with?

The BITS Centre program lays down the foundations for numerous career pathways as basic business administration and IT skills are used in all fields of work and study. Involvement in the BITS Centre provides students with "safe practice" practical skill development and the ability to make informed career choices.

A career in Business and Information Technology offers a wide variety of choices, including:

- Accounting
- Business Management
- Business Administration
- Finance
- Information Technology
- Computer Technician
- Journalism
- Retail
- Trades – Hairdressing, Beauty, Building,
- Traineeships – Tourism, Hospitality

More Information

To find out more about a Business and Information Technologies career together with the opportunities, visit:

<https://cis.qsa.qld.edu.au>
www.apprenticeshipsinfo.qld.gov.au
www.myfuture.edu.au

EQIP Gladstone

Education Queensland and Industry Partnership (EQIP) Gladstone covers four programs that develop partnerships across the three state high schools, local industries and businesses in Gladstone. The programs aim to provide work ready students for employers.

Students undertake part of the school's curriculum on-site with industry and/or local employers working under industry workplace health and safety regulations and to industry standards.

For further information visit www.eqipgladstone.com.au

EQIP IS PROUDLY SUPPORTED BY:



Phone: 07 4976 6129

0418 745 848

Fax: 07 4976 6191

www.eqipgladstone.com.au

Email: admin@eqipgladstone.com.au

PO Box 260, Gladstone QLD 4680



business and
**INFORMATION
TECHNOLOGY
SKILLS CENTRE**
www.eqipgladstone.com.au



Your **PATH TO A BUSINESS
& INFORMATION TECHNOLOGY CAREER**

EDUCATION QUEENSLAND & INDUSTRY PARTNERSHIP



Interested in enhancing your employability skills?

The aim of the Business and Information Technology Skills (BITS) Centre is to:

- » Increase the skills of high school students in preparing for future education, training and employment pathways
- » Assist students in expanding their career options
- » Provide business with confident, skilled, experienced and work ready students

These aims are achieved as students undertake their course in an authentic workplace environment on site at Boyne Smelter Limited (BSL) where they work to industry standards, rules and regulations including workplace health and safety regulations.

Students enrol in school subjects that allow them to remain eligible for an Overall Position (OP) Score and/or they can pursue Vocational Education and Training (VET) Certificate qualifications. The courses focus on business, retail and information technology qualifications, however the learned skills are transferable to all areas of employment (e.g. business administration, retail and child care) and further educational programs.

The subjects and courses on offer to students are:

Subject/Course	OP Subject	QCE Subject
Business & Communication Technology (BCT)	Yes	4
Certificate I/II in Business	No	2 / 4
Certificate I/II/III in Information	No	2/4/7
Certificate II in Retail	No	4
Certificate I Work Education	No	2

Located on site at BSL the BITS Centre offers a unique industry 'real work' environment for Yr 11 and 12 students who want to pursue a Business or Information Technology career or enhance their employability skills and options.

The BITS Centre is an office with a reception area, training rooms, conference room, meeting room, and kitchenette. While at the BITS Centre students are required to answer the telephone, greet visitors, maintain a clean and safe working environment and undertake tasks for clients in addition to their school work.

Work experience on site with the BSL teams and/or off -site with local employers and organisations is an essential part of this program and highlights the expectations and standards required by prospective employers.

The BITS Centre Program

Working industry hours, students commit to one day per week for the BITS Centre program. Due to different curriculum requirements, the format of the course will depend on which subjects the students enrol in at the BITS Centre.

- **AUTHORITY SUBJECTS: Business & Communication Technology (BCT)**
 - OP Subject - This choice can equate to two subjects which means you need only to study 4 subjects at your base school (you need to discuss this with your school).
 - 7.30am - 11.30am Subject curriculum session
 - 12.30pm - 3.30pm Enterprise session
 - Work induction program –
 - Cert. I Work Education
 - Certificates in Business or IT
 - Pledge work –
 - Project work for clients
 - Work experience –
 - On-site with BSL teams or off-site with local employers
- **VET SUBJECTS: Certificates in Business or IT**
 - Non-OP Subject - This choice can equate to two subjects (8 QCE points) which means you need only to 4 subjects at your base school (you need to discuss this with your school).
 - You can combine this option with other courses e.g. TAFE hairdressing, childcare, retail, carpentry.
 - These courses are delivered in a 4 semester format.



Year 11, Semester 1	1 day / week BITS Centre Cert.1 Work Education Cert.1 Business or IT	2 x 2 QCE points
Year 11, Semester 2	1 day / week work experience for 3 weeks with every 4th week at the BITS Centre	4 x QCE points or more
Year 12, Semester 1		
Year 12, Semester 2	1 day / week BITS Centre Cert. II Business or IT	

How do I apply to join the BITS Skills Centre?

Application forms are available from the EQIP Gladstone website www.eqipgladstone.com.au or by contacting the HOD Senior Schooling in your school.

Acceptance into the BITS Centre program is highly competitive. Enrolment into the program is through an Expression of Interest and interview process. Once accepted, students are required to comply with BSL, school and BITS Centre rules. Any breach may result in instant dismissal from the program.

What will I require if I am accepted into the Skills Centre Program?

- Complete site and safety inductions:
- BSL Site Induction
 - Annual program fee paid to your base school

Contact the Business Information and Technology Skills Centre for more information about lodging an application!

Phone: (07) 4973 0128
 Wednesday to Thursday
 7.30am to 3.30pm
 Email: BITSCentre@tannumshs.eq.edu.au
 Web Site: www.eqipgladstone.com.au

