BUSINESS TAFE SCHOOL
OUR CAPABILITY

The Business TAFE School is a leading shaper and provider of education and training services to support industry needs. It prides itself on its contemporary suite of solutions which assist industry and individuals to reach their full potential. Our capability includes the provision of:
» Vocational Education and Training (VET) - accredited programs
» Industry-based programs
» Short courses
» Traineeships

Key features of how we work with our clients include:
» Identification of enterprise needs to support workforce development and improve business outcomes
» Program contextualisation with enterprise policy, processes and business outcomes
» Enhancing participant engagement with programs and facilitators that are industry current
» Project management and evaluation strategy to ensure expected project deliverables are met
» Ongoing relationship management to ensure workforce development needs are addressed
» Ensuring relevance of programs through continuous industry engagement (e.g. alumni, industry advisory committees, workplace learning initiatives, sponsorships, industry activities, local and global alliances, business plan competitions, business simulation, virtual practice firms, cooperative education)
» Facilitation of learning for individuals in the workplace

» Enhancing the learning and training experience through contemporary educational methods (e.g. online learning, work based projects and activities, online support, learning management system)
» Providing study pathways to higher qualifications as a multi-sector institution.

Key benefits of engaging with Business TAFE School are:
» Quality advantage – RMIT University has a long history of excellence in providing professional training in support of capacity development both within Australia and internationally
» Central CBD location – RMIT University is easily accessible by public transport and provides a central point for business networking to occur
» Currency of staff – RMIT University ensures that all staff involved in program delivery and assessment maintain their currency as part of Australian Quality Training Framework compliance requirements
» Customer focus – a strong focus on understanding company goals, environment and culture is a critical success factor in achieving customer satisfaction. This is achieved by including key stakeholders in the planning, implementation and evaluation of programs at regular intervals
» Funding options – opportunities for funding options may exist depending on enterprise requirements
» Links to educational research – the breadth of the University’s research activity supports a broad range of business needs.
The Business TAFE School has an impressive array of programs which supports employment and upskilling within industry. These programs range from Certificate IV to Advanced Diploma levels and can be delivered in their entirety or offered as skill-sets to support industry needs. Areas include:

» Accounting
» Advertising
» Business
» Business administration
» Conveyancing
» Financial services (Accounting)
» Information technology
» International business/Trade
» Legal practice
» Logistics
» Frontline management
» Legal services
» Management
» Marketing
» Public relations

Extensive links with industry representatives through Industry Advisory Committees and Work Integrated Learning activities is the cornerstone of the Business TAFE School’s industry focus. These unique partnerships ensure program development aligns to current and future market needs. They also provide ongoing intelligence about ways of enhancing workforce capability and achieving business outcomes.

Key features of industry based programs:

» Customised to specific industry needs with input and delivery by industry experts
» Range of workforce development solutions available
» Funding options available
» Flexible delivery options and work-based delivery
» Formally recognised programs and non-accredited options
» Excellence in educational facilitation
» Recognition of prior learning
» Options for further study
» Modern CBD facilities

In response to the needs of both industry and individuals for specific job and career upskilling, the Business TAFE School has developed a range of short courses. These include programs in the areas of:

» Accounting
» Advertising
» Business
» Financial Services/RG146
» Management
» Marketing
» Public Relations

Visit the RMIT Short Courses website for further details.

www.shortcourses.rmit.edu.au
Traineeships

Work-based traineeships provide opportunities for both new and existing workers to gain knowledge and skills and a qualification whilst they are working. A customised training plan is developed in conjunction with the employer to ensure work relevance and achievement of personal goals and business outcomes.

There may also be federal incentives and state based funding available to support traineeships. An Australian Apprenticeship Centre (AAC) must be contacted to determine eligibility.

Traineeships are offered in the following areas:

» Business
» Business Administration
» Frontline Management
» Information Technology
» Legal Services
» Logistics
» Management

Enquiries: Manager, Business Development
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business.training@rmit.edu.au
An international university

Although its home base is in Melbourne, RMIT University has been offering programs at partner institutions overseas for several decades, and provides executive and skills training for overseas clients.

Links with more than 180 universities and colleges around the world also allow RMIT students and staff to participate in exchanges, study abroad programs, and cooperative teaching and research programs. RMIT is involved in many consultancy, education and training projects overseas and continues to expand its links with China, India, Indonesia and Papua New Guinea. Utilising online and face-to-face learning, there are currently 50 award programs delivered through international partnerships, with some programs including a period of study in Australia.

RMIT Vietnam

The two Vietnam campuses continue to develop as the Asian hub in RMIT’s dual hub strategy, which now links Vietnam and the Asian region to the University’s Australian and global operations. In doing so, it is increasingly attracting a more diverse range of academic programs and partnerships.

Enrolments total more than 5000, with eleven academic programs now operating at the Ho Chi Minh (Saigon South) and Hanoi campuses, including seven in the area of business and management.

For seven successive years, RMIT Vietnam has been awarded the prestigious Golden Dragon Award from the Vietnamese Government. This award is given each year to the top one per cent of foreign-invested enterprises in Vietnam for their contribution to development of the Vietnamese economy.

RMIT global alliances

» Member of the Association of Commonwealth Universities
» Founding member of the Australian Technology Network (ATN). This is a powerful coalition of five universities who share a heritage of working with industry and a united vision to provide career-driven technology-oriented education for tomorrow’s leaders.
CONTACT US

Vocational Education and Training (VET) - accredited programs
Business TAFE School
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