



International  
Student  
Solutions

# PARTNER INFORMATION BOOKLET



CareerCentral

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## 1. About Career Central

Career Central is a new program developed through International Student Solutions Pty Ltd and is designed to provide a valuable additional service for our Partners to offer to their students. The focus is on developing student job readiness and career skills by making a low cost and credentialed option available for them to complete before they depart for their overseas study and then continue once they have moved overseas.

This will assist students, who have a major focus to:

- Improve their job readiness skills
- Improve their CV with evidence based credentials
- Seek a job while they are studying
- Gain a career at the completion of study
- Gain useful online learning practice for the future study

The International Career Central Program (ICCP) provides them with multiple online courses to improve job readiness and career skills, including their soft skills.

The ICCP is:

- Low cost
- Flexibly delivered
- Internationally recognised
- Simple to use

## 2. The Career Central Packages

There are over 120 courses that are certified continuing professional development (CPD) courses available to students. They are packaged into core learning and skill groups but are also available as a 'full package' with a substantial discount.

The full details of each Skillset and Courses are in the Appendix of this document.

### Career Foundation Skillset

- Personal Skillsets
- Professional Toolsets
- Health & Safety Mindsets
- Career Mindset

### Business & Marketing Skillset

- Business Communication
- Business Planning
- Marketing Essentials
- Marketing Toolsets

### Information Computer Technology (ICT) Skillset

- Web Application Toolsets

- Programming Toolsets
- Network and Helpdesk Skillsets
- Security Toolsets

### **Finance, Teams & Management Skillset**

- Financial Skillsets
- Working & Leading Teams Toolsets
- Management Skillsets

### **Career Central Total Package - Full Skillset**

- All 4 programs as one package (with 50% discount)

## **3. Benefits of Partnering with Career Central**

Career Central offers many benefits to its partners and learners as the internationally recognized, credentialed training programs are inexpensive, easy to use and globally accepted. It is a perfect way to complement the needs of international students who are seeking enhanced career outcomes.

### **Institutions**

- Improved Student Retention, including commencement levels through early learning engagement
- Student Satisfaction through the value added in job readiness preparation
- Industry Engagement through having improved job skills engagement
- Education Agent engagement as an institution of choice through an improved student offering
- An added revenue stream and/or
- Marketing advantage
- Demonstrate that it meets government expectations on student job readiness skills and employment outcomes.

### **Education Agents**

- Attract new students and candidates
- Retain existing students
- New revenue stream – both from students, but to also engage businesses and education institutions in-country
- Competitive advantage for both attracting students and for engaging overseas institutions
- Ongoing engagement with student once overseas means keeping connected
- Flexible models to meet needs of each Agent

### **Students**

- Better preparation for further studies
- Improved career skills leading to a better career
- Flexible study options

- Ability to study from home
- Gain certifications before departing for international study
- Improved resume (CV)
- Better job opportunities – both during study and post-study
- Immediate certificates that are e-verifiable

#### 4. Business Relationship

- International Student Solutions (ISS) appoints Partners to provide the Career Central courses to students. This is done via a Partner Agreement
- The Partner is responsible for marketing and sales. ISS will provide several templates to assist with the development of materials.
- ISS provides the Partner with a wholesale price.
- The Partner can either sell Career Central to its students at a retail rate, or elect to offer it as part of its services.

#### How it Works

- The Partner recruits students to the International Career Central Program
- It can opt to use its own White Label platform or operate under the Career Central banner.
- When under the **Career Central** site, the Partner sends ISS the student customer details – first name, last name, email address, selected program on the spreadsheet provided
  - The Partner pays for the selected courses at the wholesale rate
  - ISS enters the student/s details into the Career Central Platform
- When under a **White Label** the Partner enters to student details into its white label site noting:
  - The Partner is required to purchase licences in advance
  - The Partner is able to allocate the course packages to students as per the licences it has purchased
  - These can be topped up at any time
  - The partner is able to manage the communication to students at all times.
  - The Partner can create its own packages.
- As soon as the details are entered, the student receives an email from Career Central/White Label site with their log-in details and password.
- Students then have 12 months access to their selected program and complete as many courses from the program selected as they wish. They can also purchase additional packages at any time via the Partner
- Each time a student completes a course, they can download their certificate – all of which can be e-verified via the system. There are also digital badges provided.

- The Career Central/White Label Platform is able to track student activity – and Partners will be able to receive data on the student engagement. Such data is governed by a strict compliant GDR privacy policy.
- The Partner has access to the information on all the students that have been signed through them

## Financials

- ISS provides a Wholesale (net) price to the Partner. The Net Price is approximately 5% of the Retail Price available to direct purchases
- The Affiliate Partner adds its margin to the net price to create the retail price. The Partner can add any amount it wishes, depending on the client. A recommended retail price is provided, but this is a guide only
- The Affiliate Partner collects the fees and remits the net amount plus bank fees (\$0.50 + 2.9%) to ISS and retains its margin
- No student is provided access until there are cleared funds in the ISS bank account from the Affiliate Partner
- The preferred payment is for the Partner to purchase a minimum of 5 licences at net price. This prevents the transfer of small fund amounts. Where a Partner elect to purchase a large number of course licences in advance, further discounts can be made available.
- Prices above do not include bank transfer fees which are the responsibility of the Partner

## Payment Method

1. Career Central has a designated payment platform through which the Partner can manage all aspects of the payments, including keeping track of payments, making the international transfer, and receiving invoices and receipts
2. The system is easy to use and keeps records of all transactions, but at the same time, makes the enrolment, payment and recording a seamless process
3. ISS will allocate you a unique log in for you to manage your orders and payments
4. Log in with your allocated username and password using the Career Central Partner log in portal.
5. When you first log in, check your details are correctly entered
6. Click on the 'Career Central' page on the top left tab on the screen
7. Select 'More info'
8. Choose your desired package and click 'Shop Now'
9. Enter the quantity you would like to purchase
10. View your order summary and select 'Confirm Order'
11. Where you have an Enrolment File prepared, add this File into the system for your records
12. Enter Credit Card details for payment
13. You will receive an immediate invoice/receipt from the system

## 5. Career Central Process Flow

The process flow is detailed to provide you with an understanding of each stage of the process, noting from the time of receipt of an order, the students whose names are provided

to us will have received their log in details within 24 hours, or where the site is a White Label site, students will have access as soon as the Partner has entered the details (bulk uploads can be made)

### **Partner**

1. Recruits the students to the program into the Packages offered (we recommend the Career Central Full Package is the most beneficial and cost-effective)
2. Collects the Retail Fee from the students
3. Completes the "Enrolment File" provided
4. Logs into the Career Central Payment Portal (CCPP)
5. Uses CCPP to purchase the packages as per the Enrolment File
6. Pays the Wholesale Fee using the CCPP system which reconciles the order against the Enrolment File

### **Career Central Payment Portal (CCPP):**

1. Forwards invoice/receipt to Affiliate Partner
2. Forwards the Enrolment File to the Career Central Portal
3. Keeps the records of the payments made and student enrolments

### **International Student Solutions (or Partner where there is a white label)**

1. Enrols the students into their selected Career Central Packages
2. Forwards email to students with Log in and Password
3. Sends to Partner a report on Enrolment Confirmations
4. Monitors student progress such as:
  - a) Reminder emails
  - b) Student support
  - c) Forwards Reports for Affiliate
5. Adds new courses aligned to the packages

## 6. The Career Package Skillsets

The Career Set Package comprises all 4 modules in Career Central. They are updated regularly.

The Career Package Skillsets provides a full range of courses that will develop the broad skillsets of the students. By engaging with all 4 modules available, the learners can tailor the certifications they gain aligned to their core interests, as well as showcase to prospective employers a diverse range of skills which is a much sort after attribute when seeking a career.

The Career Package Skillsets consist of the following 4 modules

### Foundation Skillset

- 59 Certifications
- Career Mindsets
- Personal Skillsets
- Professional Toolsets
- Health & Safety Mindsets

### Business & Marketing Skillsets

- 30 certifications
- Business Skillsets
- Marketing Skillsets

### Information and Computer Technology Skillsets

- 19 certifications
- Interviewing Skills and CV Web Applications
- Programming
- Networking
- Security

### Finance, Team, and Management Skillsets

- 17 certifications
- Financial Skillsets
- Team Essentials
- Management Foundations



## 7. Career Foundation Skillset

The Career Foundation Skillsets are designed to give students the essential skills for commencing their career – such things as job seeking skills, soft skills, generic technical skills, and health & safety understandings. These skills will enhance the student's ability to gain work, prepare them better for future studies and ensure they make a strong impression with their employee.

### Career Mindsets

- 36 hours of coursework
- 8 certifications
- Interviewing Skills and CV Writing Certification
- Career Planning Certification
- Career Strategy

### Personal Skillsets

- 33.5 hours of coursework
- 27 certifications
- Wide range of soft skills
- Managing conflict, time management, interpersonal skills, listening, ethics and more

### Professional Toolsets

- 54 hours of coursework
- 15 certifications
- Computer Applications (e.g., Excel)
- Communication skills
- English Grammar – Improve Your English

### Health & Safety Mindsets

- 22 hours of courses
- 9 certifications
- Health and Safety Basics and Essentials
- Personal Safety Certification
- Stress, mental health and more

## Foundation Skillset Certifications

### Career Mindset

Kick Start your Career Certification	Introduction to a Social Media Career
Interview and CV Writing Certification	Finding your perfect career (career radar)
Career Planning Certification	Developing a Career Strategy
Interviewing Skills Certification	

### Personal Toolset

Sexual Harassment Awareness Certification	Improve Your Social Skills Certification
English Grammar – Improve your English	Interpersonal Skills Certification
Stress Management in the Workplace Certification	Learning Impressive Telephone Techniques
Managing your Workload Certification	Listening Skills Certification
Anger Management Certification	Mindfulness Certification
Assertiveness Skills Certification	Motivation Skills Certification
Communication Basics Certification	Problem Solving Certification
Decoding Direct/Indirect Messages Certification	Promoting Positive Behaviour Certification
Effective Decision-Making Certification	Success Habits Certification
Handling Conflict in High-Value Relationships	The Basics of Critical Thinking Certification
Handling Conflict in Low-Value Relationships	The Importance of Ethics Certification
Hourly Planning and Habits Certification	The Secrets of Body Language Certification
How to Build Resilience Certification	Conflict Management in Workplace
Identifying Causes of Conflict Certification	Boost work efficiency

### Professional Skillset

Business Letter Writing Certification	Email Management and Ethics Certification
Time and Priority Management at Work	Microsoft Excel Certification Level 1
Communication Skills	Microsoft Excel Certification Level 2
Data Analysis Certification	Microsoft Excel Certification Level 3
Data Protection Certification	PowerPoint Diploma
Disability Awareness Certification	Microsoft Word
Document Presentation Certification	Presentation Skills

### Health & Safety Essentials

Health and Safety Essentials	Basic Fire Safety Awareness Certification
Personal Safety Certification	Coronavirus Awareness Certification
Health and Safety – Responsibility Certification	Equality in the workplace
Mental Health Awareness	Stress Management Certification

## 8. Business & Marketing Skillsets

Business and marketing skills are an element of all jobs and careers even if the role is not directly engaged in these activities. An understanding of business operations and the importance of maintaining a business brand will help all in their roles. Our Skillsets provide certifications that will improve the students understanding of their role, the importance to the business. Therefore, these curses can assist to secure roles, expand their role within the business and become a key member of the teams in which they work.

### Business Skillset

- 35 hours of coursework
- 10 Certifications
- Business Communication
- Business Planning
- Business Reporting
- Meeting procedures
- Project Management
- And more

### Marketing Skillset

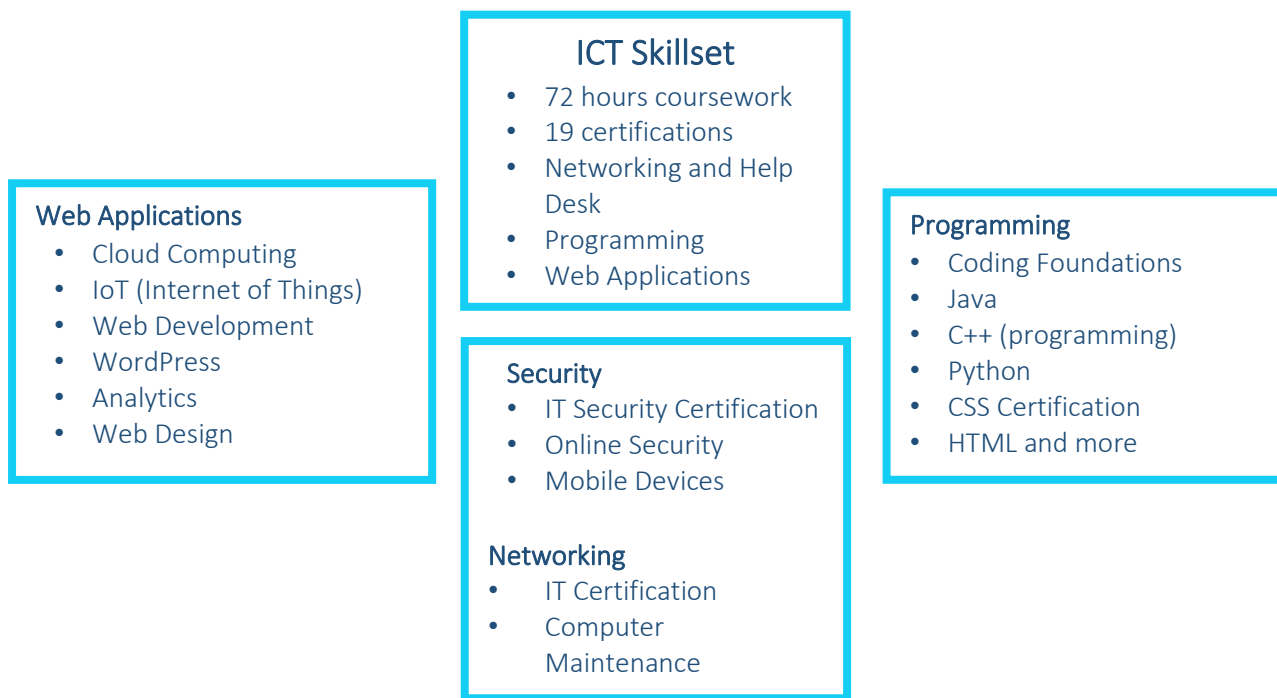
- 120 hours of coursework
- 20 certifications
- Diploma of Marketing & Sales (50 hours)
- Social media skills
- Graphic design
- Data analysis
- Digital Marketing
- Marketing Plans

### Business & Marketing Certifications

Business Plan Writing Certification	Facebook for Business Certification	Twitter for business
Business Letter Writing	Blog Creation Management Certification	Instagram for business
Business Report Writing Certification	Digital Art Tools for Photoshop Certification	Understanding Google analytics
Strategic Planning / Mission Statement	Introduction to AWS Certification	Combined Sales and Marketing Diploma
Project Management Foundation	Introduction to Link Building for SEO Certification	LinkedIn for Business
GDPR in The Workplace Certification	Mobile App Marketing (ASO) Certification	You Tube for Business
Business Basics	Photoshop CS6 Certification Level 1	Adobe Illustrator Certification Level 1
Write A Marketing Plan Basics	Introduction to Graphic Design	Marketing Diploma
Making meetings better	Digital Marketing	Twitter for business
Foundation Business Skills Certification	Social Media for Business	Instagram for business

## 9. Information and Computer Technology Skillset

The ICT Skillsets are valuable for all students. For those working in ICT, to have practical certifications will greatly assist to secure a role in ICT as companies are often seeking these skills which are often not part of a degree course. For other careers, we all know how much information technology has become part of everyone’s job, and hence understanding many of the basics which assist in a worker’s own role as well as being able to help others who will be less digitally capable.

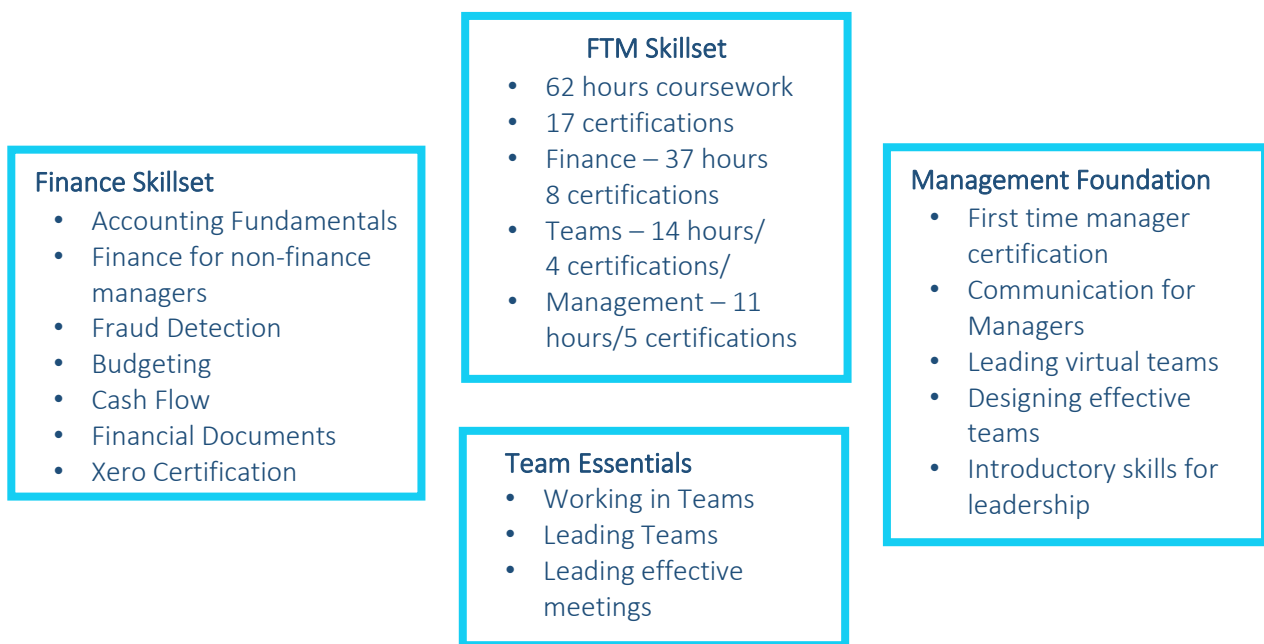


### ICT Certifications

Web Application Skillsets	Programming Skillsets
Introduction to Cloud Computing Certification	Coding Foundations Certification
Introduction to IoT-Internet of Things Certification	C++ Certification Level 1
Web Applications Certification	Java Certification Level 1
Website Development Foundations Certification	jQuery Certification Level 1
WordPress Certification	Python Certification Level 1
Google Analytics	And more
Security Skillsets	Network and Help Desk Skillsets
IT Security Certification	IT Certification Level 2
Mobile and Portable Device Security Certification	Computer Maintenance Certification
Online Security Certification	And more

## 10. Financial Teams and Management (FTM) Skillset

The FTM Skillset give the student certifications that will assist in their job seeking skills as well as their capacity to contribute. All roles need to understand finances, how to be a valued team member and contribute to positive cultures – as well as being able to step quickly into being able to effectively manage a team when needed. These are all an advantage for future employment opportunities.



### FTM Certifications

<b>Team Essentials</b>
Leading Effective 1-1 Meetings Certification
Leading Team Meetings Certification
Managing Teams Certification
Working in Teams Certification
And more
<b>Management Foundations</b>
Designing Effective Teams Certification
Communication Techniques for Managers Certification
Essential Skills for First-Time Managers Certification
How to Manage Virtual Teams Certification
Key Tools and Knowledge for Team Leading Certification
<b>Finance Skillsets</b>
Finance for Non-Finance Managers Certification
Financial Documents 101 Certification
The Cash Flow Statement Certification
Introduction to Accounting Certification
Xero UK Certification
Budgeting Basics Certification
Fraud Detection Certification
Basic Accounting