



BSB30115 Certificate III in Business

This program provides students with knowledge and skills, which may lead to work in a number of business or administration roles.

National or State Accreditation

National

Course Aims

This program will assist students to develop a range of skills and knowledge to work in a variety of business or office environments. The program provides an understanding of business fundamentals including customer service, time management and administration processes.

Contribution to VCAL/VCE

VCAL: One credit towards a VCAL learning program is awarded on successful completion of 90 nominal hours of accredited VET curriculum.

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence. Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake **scored assessment** for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

Where a student elects not to receive a study score for VCE VET Business, no contribution to the ATAR will be available.

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

Potential Pathways

- Certificate III in Business Administration (Medical)
- Certificate IV in Business Administration
- Certificate IV in Business
- Diploma of Business

Potential Occupations

- Administration assistant / receptionist
- Clerical worker
- Data entry operator
- Information desk clerk
- Office junior

Additional Requirements/Information

Students will be required to complete 5 days of work placement during Semester 2.

Occupational Health & Safety

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the program.

Cluster Provider

BGT Jobs & Training
14 Hill Street, Ballarat

Registered Training Organisation

BGT Jobs & Training

RTO Code

3683

Program Length

2 years

Day and Time

1st year – Thursday 1:45pm to 5:00pm

2nd year – Tuesday 1:45pm to 5:00pm

Program Material Costs (approximate only)

1st year – \$120

2nd year – \$120

Structured Workplace Learning

Strongly recommended – 80 hrs minimum over total program

Outcomes

Satisfactory completion of this two-year program entitles the student to a BSB30115 Certificate III in Business.

Enrolment Type

VES

1st year Units of Competency

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBITU306	Design and produce business documents
BSBFLM309	Support continuous improvement systems and processes
BSBWOR301	Organise personal work priorities and development
BSBCUS301	Deliver and monitor a service to customers
BSBCMM301	Process customer complaints

2nd year Units of competency

BSBDIV301	Work effectively with diversity
BSBFLM311	Support a workplace learning environment
BSBFLM312	Contribute to team effectiveness
BSBPRO301	Recommend products and services
BSBITU303	Design and produce text documents
BSBITU302	Create electronic presentations