



Description of Course

This is an entry level qualification which provides students with the knowledge and skills to enhance their employment prospects in a business or office environment. The certificate provides an understanding of business fundamentals within Australia context and will assist students to gain employment opportunities in an entry level administrative or customer service role.

Activities / Tasks

The course provides both theoretical and practical training that is linked directly to the work that business related employees undertake. The course includes:

- Assist with maintaining workplace safety;
- Communicate in the workplace;
- Use digital technology;
- Support personal wellbeing in the workplace;
- Organise workplace information; and
- Design and produce business documents.

This course requires students to complete weekly homework tasks.

Assessment

Assessments are conducted using a combination of project based practical tasks, theory test and design folios/briefs. The assessment of your overall competence at this certificate level will be undertaken by a qualified assessor and your competence judged using all of these tasks. Students will be given a fair and adequate assessment process that includes the option of an assessment re-sit.

Auspecting Registered Training Organisation

IVET (RTO Code: 40548)

Course Days & Times

Wednesday 9.00am – 12.30pm
Wednesday 1.00pm – 4.30pm

Length of the Course

This course runs for two years.

Pathways

After achieving BSB30120 Certificate III- in Business, individuals may undertake further education and training, including:

- Certificate IV in Accounting
- Certificate IV in Business
- Diploma of Accounting
- Diploma of Business
- Bachelor or Business

With additional training and experience, possible future career opportunities may include work in the following sectors:

- Conveyance
- Bank Worker
- Office Manager
- Law Clerk
- Logistics Clerk
- Accountant
- Human Resource Manager
- Hospital Administrator
- Hotel or Motel Manager
- Public Relations Officer

Enrolment Process

Students must apply through their VET Coordinator at their Home School and complete the PLSC Enrolment Form.

Course Content

Note: First and Second Year students will study Year 1 in 2022

	Code	Unit of Competency	Nominal Hours
YEAR 1	BSBWHS311	Assist with maintaining workplace safety	40
	BSBTWK301	Use inclusive work practices	30
	BSBXCS301	Protect own personal online profile from cyber security threats	30
	BSBXCS302	Identify and report online security threats	30
	BSBTEC202	Use digital technologies to communicate in a work environment	20
	BSBPEF201	Support personal wellbeing in the workplace	50
	BSBCRT311	Apply critical thinking skills in a team environment	40
	BSBSUS211	Participate in sustainable work practices	20
			Total Nominal Hours

	Code	Unit of Competency	Nominal Hours
YEAR 2	BSBOPS304	Deliver and monitor a service to customers	35
	BSBINM302	Organise workplace information	30
	BSBTEC301	Design and produce business documents	80
	BSBXCM301	Engage in workplace communication	40
	BSBPEF301	Organise personal work priorities	30
		Total Nominal Hours	215