



RTO Name: Binnacle

RTO NO: 31319

VET Course Name: Certificate III Business

VET Course Code: BSB30115

BSHS Subject Name	Years	Subject Code	ATAR	QCE Credits	VET	Additional
Certificate III Business	11/12	VBS	YES	Up to 6	YES	-

Program Manager: Mrs Emma Jansen

Course Outline:

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Course Content:

Certificate II Business		
Students are required to complete 12 Units of Competency – 1 Core Unit and 11 Elective Units from those listed below.		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	CORE
BSBFLM312	Contribute to team effectiveness	ELECTIVE
BSBWOR301	Organise personal work priorities and development	ELECTIVE
FNSFLT205	Develop knowledge of the Australian financial system and markets	ELECTIVE
BSBLED301	Undertake eLearning	ELECTIVE
BSBITU304	Produce spreadsheets	ELECTIVE
FNSFLT401	Be MoneySmart through a career in small business	ELECTIVE
BSBINN301	Promote innovation in a team environment	ELECTIVE
BSBPRO301	Recommend products and services	ELECTIVE
BSBCUS301	Deliver and monitor a service to customers	ELECTIVE
BSBWRT301	Write simple documents	ELECTIVE
BSBITU306	Design and produce business documents	ELECTIVE

Competency delivered in other courses and may affect new learning and QCE points awarded. This is subject to change.



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Students may gain recognition for skills that they have acquired from paid part-time work to complete some units of competency.

Assessment Outline:

This is a competency based course. Students will have a number of opportunities (generally three) to demonstrate that they can competently complete the set activities over the course of study. Students will be assessed using a variety of techniques such as projects, scenario based activities, and teacher observation.

Career Pathways: Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning. Employment opportunities include Customer service advisor, Data entry operator, General Clerk, Payroll Officer, Typist, Word processing operator.

Costs: Course cost is \$210. Students, through their resource hire fee, have access to the photocopied class materials and texts.

Student Requirements: There are no prerequisites for this course. Students will require a laptop computer and school network access. The Microsoft Office suite is available free to students and can be accessed from the school network.

Student Information: BSHS does not guarantee that students will complete their qualification or units of competencies, however at BSHS VET tracking/case-management of students is in place as a checking system to see that student are progressing towards completions. We encourage parent and student communication in this process. We also do not guarantee an employment outcome upon completion. Qualifications must be completed in a manner that meet the VET Standards for RTO's 2015. All information is correct at time of publication but subject to change.