



BSB30120

CERTIFICATE III IN BUSINESS



COURSE OUTLINE - VET in SCHOOLS

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COURSE OVERVIEW

Course: BSB30120 Certificate III in Business or BSB30120 Certificate III in Business (Administration)

Who: School based students in Yr 10, 11 or 12 with an interest in Business.

OUTCOMES

Completion of the course will:

- Contribute up to 8 Credit Points towards a QCE
- Ensure a minimum ATAR rank of 68
- Create meaningful pathways into employment in business, administration, customer service and other office based roles.
- Create a pathway to higher level qualifications

Note: ATAR information is generic only. Please refer to QTAC for information on a student's specific circumstances. Refer to university policies regarding acceptance of VET qualifications and rankings as they can differ (Some universities do not accept Cert III courses for entry).

DELIVERY OPTIONS

RTO DELIVERY: Students undertake the course self-paced online. This may be:

- ⇒ fully independent from school studies, with the student dedicating their own time or spare periods to the completion of the course.
- ⇒ Built into the students timetable. With a dedicated line on their timetable or selected incursion days to complete the course.

Adapt Education provide unlimited online, phone and email support to students. The school may opt to nominate a support teacher for additional face-to-face support .

All enrolment paperwork, student induction, training and assessment is conducted by Adapt with no administrative or teaching burdens placed on school staff.

SHARED DELIVERY: The school and RTO share delivery and assessment responsibilities. For example, Adapt Education may deliver key sessions on campus and be responsible for all assessment marking to reduce the burden on school staff however an approved "in-house" teacher may be responsible for day-to-day delivery and support. Minimum group numbers apply for this mode. Contact us for a customised quote on this mode.

PARTNERED DELIVERY: Schools wanting to deliver the qualification to a large cohort may seek a partnering arrangement. This involves the school delivering Adapt's program with an approved "in-house" teacher. Contact us for a customised quote on this mode.

ONLINE RESOURCES

All course resources and assessments are provided in an easy to navigate e-learning course. The online course is interactive, meaning less readings and more visually engaging resources. Resources can be printed or downloaded for offline study if needed. Each module includes:

- ⇒ A recorded Webinar
- ⇒ Tutorial Videos



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SCHOOL BASED TRAINEESHIPS

This course can form part of a School Based Traineeship (SAT). The traineeship involves:

- Working for an employer 1 day per week. Trainees must complete 375hrs (50 days) of paid employment over each 12 month period.
- Complete the Certificate III in Business

The school, student, their parent/guardian, employer and training organisation will negotiate a schedule which outlines when the student is at school, work and training.

COURSE FEES

BSB30120 Certificate III in Business	*Fee
School Based Traineeship	\$0
RTO delivery - Self-Paced	\$790/student
Shared Delivery	From \$890/student (min numbers apply)
Partnered Delivery	From \$590/student (min numbers apply)

*Please contact us for a customised quote.

COURSE STRUCTURE

Core Units:

BSBTEC301 Design and produce business documents
BSBWRT311 Write simple documents
BSBCRT311 Apply critical thinking skills in a team environment
BSBXCM301 Engage in workplace communication
BSBTWK301 Use inclusive work practices
BSBWHS311 Assist with maintaining workplace safety
BSBPEF201 Support personal wellbeing in the workplace
BSBSUS211 Participate in sustainable work practices
BSBOPS303 Organise schedules
BSBPEF301 Organise personal work priorities



Choose one of the three Elective Stream options below.

Elective Stream 1—Business Software

BSBTEC303 Create electronic presentations
BSBTEC302 Design and produce spreadsheets
BSBTEC404 Use digital technologies to collaborate in a work environment

Elective Stream 2—Customer Service

BSBOPS304 Deliver and monitor a service to customers
BSBOPS305 Process customer complaints
SIRXPDK001 Advise on products and services

Business Administration Specialisation

BSBFIN301 Process financial transactions
BSBHRM416 Process payroll
BSBPUR301 Purchase goods and services

DURATION

Students will have up to 2 years to complete the course. As a guide, to complete in 12 months at least 6 hrs per week should be committed to the course.

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