



## Victory College

RTO Number: 30583

### BSB30120 Certificate III in Business

#### Qualification Description

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Refer to <http://training.gov.au> website for specific information about the qualification.

#### Entry Requirements

There are no entry requirements for this qualification.

#### Duration and Location

This is a two-year course for students in Year 11 on site at Victory College.

#### Course Units

To attain a BSB30120 Certificate III in Business a total number of 13 units is required which is made up of: 6 core units plus 7 elective units:

#### Unit Code and Title

##### Core Units

BSBCRT311 Apply critical thinking skills in a team environment

BSBPEF201 Support personal wellbeing in the workplace

BSBSUS211 Participate in sustainable work practices

BSBTWK301 Use inclusive work practices

BSBWHS311 Assist with maintaining workplace safety

BSBXCM301 Engage in workplace communication

##### Elective Units

BSBTEC303 - Create electronic presentations

BSBWRT311 - Write simple documents

BSBESB302 Develop and present business proposals

BSBXTW301 - Work in a team

BSBESB401 Research and develop business plans

BSBOPS305 Process customer complaints

BSBLDR301 Support effective workplace relationships

#### Delivery Modes

A range of delivery modes will be used during the teaching and learning of this qualification.

These include:

Face-to-face instruction

Work-based practical learning

Guided learning

Online training

#### Fees

There are no additional costs involved in this course.

#### Work placement

Whilst no work placements are required for this course, all vocational students are encouraged to work towards securing an apprenticeship or traineeship as part of their career path.

#### RTO Obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in 13 units of competency will be awarded a Qualification and a record of results.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

#### Pathways

This qualification may articulate into: a variety of Business Services job roles. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

Other specific qualifications available at <http://training.gov.au>

#### Assessment

Assessment is competency based and completed in the classroom environment.

Units of competency are clustered and assessed in this way to replicate as close as possible to what occurs in a working environment.

#### Assessment techniques include:

Observation

Questioning

Written and practical tasks