



# CERTIFICATE III IN BUSINESS

## VET DEPARTMENT

VOCATIONAL CERTIFICATION

*Certificate III in Business (BSB30115)*

RECOMMENDED ENTRY REQUIREMENTS

*C Standard in Year 10 English*



### AIMS AND OBJECTIVES

**Certificate III in Business** is a stand alone course in which units of competency focus on performance criteria that are linked to endorsed industry-specified national competency standards. The course is designed to provide students with a variety of intellectual, technical, operational and workplace skills. It will help develop students' understanding of the Australian business environment and, in particular, the local industries and the environments in which they operate. It will give students the specific knowledge and skills related to employment within the business services industry.

Students will develop the ability to perform a variety of tasks with accuracy, a concern for quality and a commitment to achieve an employer's business goals and objectives. As well as technical skills such as keyboarding and basic clerical skills, students will also obtain a range of general skills such as communication and literacy, problem-solving, management and team skills. Students will be given the opportunity to develop business understanding and the appropriate skills to assist them in their transition from school to their role as responsible participating members in the community or in the workforce. Structured work placement is a mandatory part of this course which students will be required to complete in their holidays or in the school Work Placement Program.

Students will be able to have previous experience or study recognised (Recognition of Prior Learning - RPL) which could result in a reduction of nominal hours of study.

### COURSE OUTLINE

CERTIFICATE III IN BUSINESS	
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBDIV301	Work effectively with diversity
BSBFLM303	Contribute to effective workplace relationships
BSBITU304	Produce spread sheets
BSBITU301	Create and use databases
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBITU306	Design and produce business documents
BSBITU309	Produce desktop published documents
BSBWRT301	Write simple documents
BSBFIA301	Maintain financial documents
BSBADM311	Maintain business resources
BSBWOR301	Organise personal work priorities and developments
BSBINM301	Organise workplace information
BSBCUS301	Deliver and monitor a service to customers
BSBCMM301	Process customer complaints
BSBFLM309	Support continuous improvement systems and processes

**QCE Credits on successful completion – 8.**

### ASSESSMENT PROGRAM

If students complete all the Industry Training Units of Competency they will be awarded a Certificate III in Business. A Statement of Attainment will be issued if the full certificate is not completed. Recognition of this study will also result in students receiving Advanced Standing in further education and training related to the business industry.

- A variety of assessment techniques will be used such as practical demonstrations, observation checklists, oral questioning, projects, portfolios and simulations. Assessment will focus on performance criteria and will be ongoing.
- Students may be assessed in a simulated (off-the-job) or real work environment (on-the-job).

**SUBJECT CHARGES: NIL**