

CERTIFICATE III BUSINESS

Vocational Education & Training

CODE: BBN



QUALIFICATION: BSB30120 CERTIFICATE III BUSINESS

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH BINNACLE TRAINING, RTO 31319



*THIS IS A FULL FEE PAYING COURSE – CONSULT THE SCHEDULE OF SUBJECT FEES FOR DETAILS.
FULL PAYMENT OF FEES MUST BE MADE BY END OF TERM 1 TO ENSURE CONTINUATION IN THIS COURSE.*

COURSE OVERVIEW

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

The Certificate III in Business is delivered as a senior subject by qualified school staff via a third party arrangement with external Registered Training Organisation (RTO) **Binnacle Training**. Students successfully achieving all qualification requirements will be provided with the qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Upon successful completion students may achieve a maximum 8 credits towards their QCE.

Students will participate in the delivery of a range of business activities and projects within the school. Students develop key enterprise skills - including leadership and innovation, customer service, personal management, teamwork and financial literacy - through project-based learning. Students will also participate in Binnacle Boss – an entrepreneurship program for secondary school students.

Students facilitate projects and services within their school community, including:

- Engage in a Go! Travel Customer Service Officer Role
- Design and plan for a new product or service

Late enrolment in the subject may result in a statement of attainment only. Student support services are available in accordance with the VET Subject Handbook. A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

DURATION

Two years

UNITS OF COMPETENCY

<i>Core:</i>		<i>Electives:</i>	
BSBCRT311	Apply critical thinking skills in a team environment	BSBPEF301	Organise personal work priorities
BSBPEF201	Support personal wellbeing in the workplace	FNSFLT311	Develop and apply knowledge of personal finances
BSBSUS211	Participate in sustainable work practices	BSBXTW301	Work in a team
BSBTWK301	Use inclusive work practices	BSBTEC301	Design and produce business documents
BSBWH5311	Assist with maintaining workplace safety	BSBWRT311	Write simple documents
BSBXCM301	Engage in workplace communication	BSBTEC303	Create electronic presentations
		BSBOPS304	Deliver and monitor a service to customers

ASSESSMENT TECHNIQUES

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Practical tasks;
- Hands-on activities involving customer service;
- Group projects;
- e-Learning projects

Evidence contributing towards competency will be collected throughout the course.

Assessment is competency based. Students must achieve successful completion of every task in order to be issued with a full certificate at the completion of this course. Students must have good written and spoken communication skills and a commitment to participate fully in all units of work.

SPECIAL REQUIREMENTS

No student may enrol in this course without a valid USI. Due to the technological aspect of this course, students are encouraged to participate in the College's BYOx programme. Students must have good written and spoken communication skills and a commitment to participate fully in all units of work. Students are also encouraged to take on a traineeship in Business Clerical Administration.

CAREER OPPORTUNITIES & PATHWAYS

The Certificate III in Business will predominantly be used by students seeking to enter the Business Services industries, for example as an Administration Officer; a Customer Service Assistant; a Payroll Officer. Students may also choose to continue their study by completing the Certificate IV or Diploma (e.g. Business or Tourism) at another RTO or a Bachelor of Business, or similar, at a University. Employment outcomes and other specific business qualifications available at <http://training.gov.au>. This course is an entry level to employment course.

This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: binnacletraining.com.au/rto.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."