

Vocational Education and Training in Schools

There are many reasons to consider studying a VET course:

- **Experience of the workplace**, employer expectations and contact with key employers
- Provide focus and skills for **career planning**
- Receive **recognition from industry** and NESA for the HSC
- Acquire **skills and competencies** that are recognised all over Australia through the Australian Qualifications Framework
- Develop key **industry skills** as well as **foundation skills** in taking initiative, problem solving and communication as well as working independently and in teams
- Begin **preparation** for a career in a chosen area while still at school
- Gain recognition for **industry** courses successfully completed at school when applying for study at TAFE, university or other providers
- Acquire a **range of skills**, which can be used in a wide range of employment and higher education settings



Qualification Eligibility

Students who are assessed as competent in the units of competency in Business Services may be eligible for an Australian Qualifications Framework qualification in:

- BSB30120 Certificate III in Business; or
- Statement of Attainment towards this qualification

Further Information

For further information about this course you can approach the following people:

Your Careers Adviser or VET Coordinator

or

AISNSW VET Consultant

The Association of Independent Schools
Level 12, 99 York Street
Sydney

Ph: 9299 2845
www.aisnsw.edu.au



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Disclaimer: Information is correct at the time of publication, however, is subject to change.

BSB30120

Business Services Certificate III in Business



RTO
RTO No: 90413

Business Services

**BSB30120 Certificate III in Business
Business Services (BSB) Training Package**

Status

NSW NESA Board Developed VET Curriculum Framework, 240 hours.

Special Features & Conditions

- Competency based assessment of skills and knowledge
- Leads to a nationally recognised AQF qualification
- Includes an optional HSC examination for inclusion in ATAR calculations. Students specify whether or not they will sit this examination.

Content

Business Services is organised around core units and a selection of elective units e.g.:

- Apply critical thinking skills in a team environment
- Support personal wellbeing in the workplace
- Participate in sustainable work practices
- Use inclusive work practices
- Assist with maintaining workplace safety
- Engage in workplace communication
- Organise personal work priorities
- Use business software applications

Course Cost

This course may require the payment of a fee to cover the cost of consumables, resources and personal protective equipment.

Your school will provide you with details of any course costs including any rights you may have to receive a refund if you withdraw from the course.

Who is this Course Designed For?

This course is designed for students who want to learn about different software applications, safety, workplace communication, sustainable work practices and the application of critically thinking skills.

Job Roles

Possible Job titles relevant to this qualification include:

- Administration Assistant
- Data Entry Operator
- Officer Junior
- Receptionist

Pathways and Careers

Upon completion of this qualification, candidates may work in a range of business related areas including:

- Administration
- Advertising, Marketing, Sales
- Compliance
- Human resources
- International trade/business
- Legal services
- Management
- Medical administration
- Project management

Further training can involve a traineeship or or further studies at TAFE, University or other training providers.

Work Placement

Work placement is a mandatory component of this course. For the NESA 240 hour course, 70 hours of work placement must be undertaken.

Your school or Work Placement Service Providers may source placements.

Part-time Work

Under certain circumstances, students' part time work may be used to fulfill work placement requirements. The work must be relevant to the course and units of competency within the course.

Assessment

Assessment is competency based and can include:

- observation during class and work placement
- written tasks
- practical tasks
- skills tests
- competency tests

To be assessed as competent, a student must demonstrate to a qualified assessor that they can effectively carry out various tasks to industry standard.

Recognition for Prior Learning RPL

Students may have their current knowledge, skills and experience relevant to the units of competency within the course recognised, provided they can produce current, quality evidence of their competency.

Complaints and Appeals

Your school has appropriate mechanisms and services for students to have complaints and appeals addressed efficiently and effectively. If you have concerns about aspects of the course, such as resources, facilities, another person, an assessment task or result, you have the right to raise your concerns with your school.

Support in the Classroom

To develop skills and knowledge to industry standards, students with additional learning needs may require reasonable adjustments to be made for them. These adjustments could also apply in the workplace. Students will need to contact their teacher or support teacher so that adjustments can be put in place.