Delivery mode
Online course. Internet access essential.
No hardcopy of materials is provided.
This is a tertiary based course and, on its completion, will attract a QTAC ranking.
Attendance at three (3) scheduled lessons per week is a mandatory aspect of delivery.

Time commitment
This is a two year course.
The minimum time allocation per semester is 55 hours, (4 hours per week including: lesson attendance, personal study time, additional language, literacy and numeracy training and online training and assessment activities within simulated business environments). As this is a tertiary level qualification this course is suited to students who have the capacity to self-manage their study.

Work Placement
BSB30115 Certificate III in Business is a vocational education subject and industry experience is extremely valuable to understand the world of work and to experience working in the chosen vocational area. In addition to the minimum time commitment outlined above, this Certificate requires students to complete a minimum of 20 days’ (unpaid) work placement over the two years of the course. This enables students to demonstrate competency in a real workplace. The 20 days, i.e. 10 days each year can be completed all at once, or one day a week for ten weeks during each year, or another combination suitable to the student and employer. Work placement is different from work experience in that participation in activities and tasks which have been identified by industry and education are required, rather than just observation.

Prerequisites
There are no prerequisites for this Certificate, however a high level of language, literacy and numeracy is required. Students need to be able to interpret complex instructions as they work. It is therefore recommended that students have achieved no less than a B in Year 10 English. Students will be required to sit a Language, Literacy and Numeracy test prior to commencing the course.

Course outline
BSB30115 Certificate III in Business is a nationally-recognised qualification from the BSB Business Services Training Package (Release 2.0).
Achievement of BSB30115 Certificate III in Business will provide opportunities for students to pursue and achieve career goals within business administration. Students may progress to a higher qualification in Business or Business Administration from this qualification.
This course enables students to develop the skills and knowledge required to gain an entry level position in a business administration role. Students will learn how to use a range of computer applications including Microsoft Word, Excel, PowerPoint and Publisher to produce a range of business documents and presentations. Students will develop keyboarding speed and accuracy and learn to compose and produce texts from audio and other sources; develop knowledge of workplace health and safety; and develop skills in work organisation and sourcing professional development opportunities.
Communication is an important workplace skill, therefore students will be required to use their microphones in lessons.
To achieve the full BSB30115 Certificate III in Business qualification, students must achieve competency in the core unit and 11 elective units of competency.
The competencies offered are listed below:
Core
BSBWHS302   Apply knowledge of WHS legislation in the workplace

Electives
BSBWOR301   Organise personal work priorities and development
BSBITU307   Develop keyboarding speed and accuracy
BSBITU201   Produce simple word processed documents
BSBITU303   Design and produce text documents
BSBITU302   Create electronic presentations
Assessment
Assessment is competency based. Students demonstrate the required skills and knowledge during scheduled lessons, submission of tasks, and face-to-face demonstration to an assessor. Until students complete the course, progress is recorded as “Working Towards Competency” (WTC). Students do not receive a rating of A - E. BSB30115 Certificate III in Business is issued when all 12 units are deemed competent. If the full certificate is not achieved a Statement of Attainment is issued listing units achieved.

Requirements

Textbooks
No textbooks are required for this course.

Equipment
- Delivery of lessons requires a computer headset and microphone
- Access to a digital camera and/or digital video

Software
- Windows 7 or higher
- Microsoft Word, Excel, PowerPoint and Publisher 2007 or higher

Credit Transfer
Students who have attained units of competency in another qualification may be eligible for credit transfer towards the achievement of this Certificate. To organise credit transfer, students should contact their trainer/assessor.

Students will gain 8 QCE credit points on completion of the full Certificate.

DISCLAIMER: All information contained is accurate at the time of publication.