BSB30115 Certificate III in Business is a nationally-recognised qualification from the BSB Business Services Training Package (Release 2.0).

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 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.

As this is a tertiary level qualification this course is suited to students who have the capacity to self-manage their study. Graduates at this level are required to apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

To achieve the 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 on the following page.

Prerequisites

There are no prerequisites for this Certificate, that is, students can complete BSB30115 Certificate III in Business without first completing BSB20115 Certificate II in Business. 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 enrolling in this subject 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 to assess their levels of language, literacy and numeracy according to the Australian Core Skills Framework – [https://www.education.gov.au/australian-core-skills-framework](https://www.education.gov.au/australian-core-skills-framework).

Pathways

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.
Structure

The BSB30115 Certificate III in Business course is structured into four topics studied over two years. Units of Competency studied in each topic are:

<table>
<thead>
<tr>
<th>Topic 1</th>
<th>Topic 2</th>
<th>Topic 3</th>
<th>Topic 4</th>
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<tbody>
<tr>
<td>Electronic presentations</td>
<td>Design and producing business text documents and correspondence</td>
<td>Researching, taking notes and producing texts to communicate business information, including Work Health and Safety</td>
<td>Designing and producing business documents, publications and spreadsheets, including planning and undertaking identified professional learning</td>
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</table>

- **BSBITU312** Create electronic presentations
- **BSBITU211** Produce digital text documents
- **BSBITU313** Design and produce digital text documents
- **BSBWHS302** Apply knowledge of WHS legislation in the workplace (core)
- **BSBADM302** Produce texts from notes
- **BSBADM303** Produce texts from audio transcription
- **BSBWRT301** Write simple documents
- **BSBWOR301** Organise personal work priorities and development
- **BSBITU314** Design and produce spreadsheets
- **BSBITU306** Design and produce business documents
- **BSBITU307** Develop keyboarding speed and accuracy
- **BSBITU309** Produce desktop published documents

This course is delivered online. No hard copies of materials are provided and reliable internet access is essential. Attendance at three scheduled lessons per week is a mandatory aspect of delivery for the purpose of observation of the development of the student's skills and competencies. In addition, students will be required to complete work outside of scheduled lessons including: personal study time, additional language, literacy and numeracy training, and online research.

Training and assessment activities for this course include: task work, conversations, demonstration of skills and competencies and, if applicable, work placement.

Up to eight QCE credit points are awarded for new learning on the completion of the qualification.

Work Placement

BSB30115 Certificate III in Business is a vocational education subject and industry experience is extremely valuable in enabling students to understand the world of work and to experience working in the chosen vocational area. Students are strongly encouraged to complete (unpaid) work placement over the two years of the course. The work placement 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 on the job, rather than just observing. Students should contact their trainer/assessor for more information once enrolled.
Assessment

Assessment for VET courses is competency based.

Students are able to demonstrate the required skills and knowledge during scheduled lessons using video, sharing applications or in conversations; through submission of tasks; and face-to-face at BrisbaneSDE.

Until students complete the course, progress is recorded as ‘Working Towards Competency’ (WTC).

Students do not receive a rating of A–E for VET subjects. BSB30115 Certificate III in Business is issued when all 12 units are assessed as competent. If the full certificate is not achieved, a Statement of Attainment is issued listing units achieved.

No certification can be issued until the student has created and supplied their Unique Student Identifier (USI). (For more information see: www.usi.gov.au.)

Assessment tools used are:

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<tr>
<th>Folio of documents</th>
<th>Questions</th>
<th>Assessor Observation</th>
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<tbody>
<tr>
<td>Students are required to complete tasks according to scenario-based instructions, set within the context of a simulated business environment.</td>
<td>Students answer written assessment questions relating to knowledge and skills of the unit/s of competency being assessed.</td>
<td>Observations are completed by the teacher (assessor) during online lessons as students demonstrate completion of the folio tasks.</td>
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Credit transfer

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

Requirements

**Computer hardware:**
- Computer headset and microphone is essential
- Access to a digital camera and/or digital video

**Computer software:**
- Windows 7 or higher
- Microsoft Word, Excel, PowerPoint and Publisher 2010 or higher

Disclaimer

All of the above information is accurate at time of publication.