CERTIFICATE III IN BUSINESS

Vocational Education & Training CODE: VBX

This course is being delivered in partnership with Binnacle Training, RTO 31319

Upon completion of this course, certification will be issued by Binnacle Training.

QUALIFICATION: BSB30120 Certificate III in Business

COURSE OVERVIEW

http://training.gov.au – Please refer to the training.gov.au website for specific information about the qualification. The Certificate III is a stand-alone qualification that allows individuals to develop basic business skills and knowledge to prepare for work. This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a business context, working under direct supervision.

DURATION
Two years.

COURSE UNITS

To attain a Certificate III in Business, 12 units must be achieved:

UNIT CODE	UNIT NAME
BSBPEF201	Support personal wellbeing in the workplace
BSBPEF301	Organise personal work priorities
FNSFLT311	Develop and apply knowledge of personal finances
BSBWHS311	Assist with maintaining workplace safety
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBXCM301	Engage in workplace communication
BSBXTW301	Work in a team
BSBCRT311	Apply critical thinking skills in a team environment
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBTEC303	Create electronic presentations
BSBOPS304	Deliver and monitor a service to customers

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Projects
- Written and Practical Tasks
- Teacher Observation
- Computing Tasks
- Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS
Laptop with internet access is essential due to online assessments.

CAREER OPPORTUNITIES & PATHWAYS
Articulation into: BSB40215 Certificate IV in Business
Other specific financial qualifications available at http://training.gov.au
Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate IV in Business should be undertaken.

Subject fees for students who undertake a VET Certificate in partnership with an external provider will not be refunded once the transfer of funds has occurred from the College to the external provider, and are subject to each organisation's refund policy and procedure.

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."

PDS Declaration: 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: www.binnacletraining.com.au/rto

LLN (Language, Literacy & Numeracy) screening process is undertaken at the time of enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures.

CARE   COURTESY   COOPERATION   CHALLENGE   COMMITMENT