



Bendigo Senior Secondary College RTO – 6659

Certificate III in Business - BSB30120

Course Overview

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Please note: This course is only open to BSSC enrolled students. The information on this page is relevant for 2024 enrolments. Please see the [BSSC Program Guide](#) for further information.

Course Structure

Year	UOC Code	UOC Name	Core (C)/Elective (E)
Year 1	BSBCRT311	Apply critical thinking skills in a team environment	Core
Year 1	BSBPEF201	Support personal wellbeing in the workplace	Core
Year 1	BSBSUS211	Participate in sustainable work practices	Core
Year 1	BSBTWK301	Use inclusive work practices	Core
Year 1	BSBWHS311	Assist with maintaining workplace safety	Core
Year 1	BSBTEC302	Design and produce spreadsheets	Elective (Group A)
Year 1	BSBWRT311	Write simple documents	Elective (Group A)
Year 1	BSBOPS305	Process customer complaints	Elective (Group D)
Year 2	BSBXCM301	Engage in workplace communication	Core (VCAA Compulsory)
Year 2	BSBTEC301	Design and produce business documents	Elective (VCAA Compulsory) (Group A)
Year 2	BSBPEF301	Organise personal work priorities	Elective (VCAA Compulsory) (Group B)
Year 2	BSBOPS304	Deliver and monitor a service to customers	Elective (VCAA Compulsory) (Group D)
Year 2	BSBINS302	Organise workplace information	Elective (VCAA Compulsory) (Group G)

NB: Students completing this course will need to complete all Core units and a minimum of 7 elective units to be awarded the full Certificate. A total of 360 nominal hours is required for VCAA Unit 1,2,3 & 4 credits.



Course Length, Contact Hours, Dates and Times

This course is only open to BSSC enrolled students.

2 years, scheduled as per the BSSC School class timetable for the 2024 school year, approximately 9am-3:30pm

Cost & Fee Information

Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements.

BSSC provides students and families with an online personalised subject booklist, which outlines all required materials for each enrolled subject. This document breaks down the Voluntary Financial Contributions Schedule to assist with considerations about individual purchases of items for personal use, such as Personal Protective Equipment (PPE).

The Department of Education Parent Payment Policy is available:

<https://www2.education.vic.gov.au/pal/parent-payment/policy>

The BSSC Payment Policy is available:

<http://www.bssc.edu.au/wp-content/uploads/2022/11/Parent-payment-policy-2023.pdf>

Booklist advice on BSSC website:

<http://www.bssc.edu.au/wp-content/uploads/2022/11/Final-Booklist-41122.pdf>

Campuses & Delivery Mode

BSSC Campus with face-to-face delivery

Career Pathways

This course provides participants with the knowledge, skill and competency that will enhance their training and employment prospects in the business industry

Further Study

Students wanting to continue study in this area can commence an apprenticeship/traineeship and continue training in further qualifications such as:

- BSB40120 - Certificate IV in Business
- BSB40420 – Certificate IV in Human Resource Management
- BSB40820 – Certificate IV in Marketing and Communication

Further study options sourced from training.gov.au

Entry Requirements

This course is only open to BSSC enrolled students. Before being accepted in this course, applicants should:

- Enrol in Bendigo Senior Secondary College as a VCE/VM student
- Review the Enrolment information
- Complete the LLN test
- Provide a [USI](#)

NB: Enrolment into this course may be limited due to class size and enrolment numbers.



Assessment Methods

- Knowledge questions
- Practical Demonstrations

Educational Support Services

Welfare, Guidance and Student Support Services

BSSC and BSSC RTO students have access to a range of support services, connecting to Wellbeing, Course Counselling, Careers and Pathways advice, Workplace Learning Coordination, Student Engagement Coordinators, Advisors, ICT and Bring Your Own Device Help Desk and Library facilities and disability support services. Connection and contact details are available on the college website: <http://www.bssc.edu.au/>

Learners Rights & Responsibilities

These are outlined in the BSSC RTO Service Information. More information can be supplied via your classroom teachers or RTO administrator.

Structured Workplace Learning (SWL)

SWL is recommended but not compulsory for this subject. BSSC will provide assistance with SWL with the support of the Workplace Learning Coordinators.

Recognition of Prior Learning, Credit Transfer & National Recognition

The BSSC RTO recognises prior learning and knowledge, and this may result in credits towards a part or full qualification. Please see the BSSC RTO Service Information and/or VET your teacher for further information on this process.

RTO Contact

For further Information, please contact

RTOadmin@bssc.edu.au