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BSB30120 Certificate III in Business

Vocational Education and Training

RTO Provider number: 0855

Qualifications and Statements of Attainment issued by Taminmin College are recognised by registered training organisations in all Australian states and territories. Taminmin College recognises qualifications and Statements of Attainment issued by registered training organisations in all Australian states and territories.

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Inspiring Learning. Empowering Futures.
EDUCATION FOR *life.*



Advantages

- Recognised Year 12 subject that contributes to an ATAR score
- Nationally recognised qualification
- Earn credits towards NTCET
- Develop work skills
- Build confidence and communication skills
- Exposure to potential employers

Dress Requirements

Students are required to dress ready for work for all classes. The dress requirements for business are:

- Neat, tidy attire in line with business requirements
- Tailored black trousers or a black business skirt
- Polo shirt (supplied)

Vocational Work Placement

An important component of VET in Schools training is the Vocational Work Placement (VWP). VWP is organised by Industry Engagement Officers (IEOs) who are the link between the school, host workplace and the Registered Training Organisation (RTO). VWP involves spending a work week each semester with a host employer gaining an insight to the requirements and expectations of a worker within this industry. Students do not receive payment for this experience.

About this course

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.

In this course students will learn a range of tasks that will prepare them for the world of work and future career endeavours. The tasks will include problem solving skills, working as a team, dealing with customers, scheduling and prioritising and learning self-care/personal wellbeing strategies. They will also produce a portfolio of documents using multiple programs including Microsoft Word, PowerPoint, Excel and Publisher.

This qualification runs over twelve months with an expected completion time of two semesters on campus

Program content

This qualification consists of thirteen units of competency from the Business Services Training Package.

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBPEF301	Organise personal work priorities
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBWRT311	Write simple documents

Study and career pathways

On completion of this qualification, students may continue their studies with a Cert IV in Business Administration (Taminmin College does not offer this qualification). Students can also transfer to a School Based Apprenticeship at any time or apply for work as an entry level employee within a range of business contexts.

Assessment

Assessments vary with each unit of competency and include demonstrations, observation, questions and answers, portfolios and case studies. Students have a set date when assessments must be completed by.

How will you learn?

Training and assessment takes place in the Business Training room at Taminmin College Campus. The course is delivered over four class sessions a week as per the school timetable. All necessary learning resources are supplied however students will need to bring the following:

- Pen/pencil
- Notebook

Previous studies and skills recognition

Taminmin College recognises qualifications and statements of attainment issued by other Registered Training Organisations (RTO). If you have completed training with another RTO, please talk to your trainer about receiving credit or recognition of prior learning for this course. Credit transfers will be automatic where previous studies have been completed at Taminmin College and the units of competency apply to this qualification.

Support services

Students with special needs, including students with a disability, need to be supported appropriately. Reasonable adjustments will be made to accommodate their special needs. Support for students requiring language, literacy and numeracy skills will be provided by dedicated school staff.

Student rights and responsibilities

Students have the right to learn and be treated with respect and dignity. Equally they have a responsibility to demonstrate respect themselves, others and the training environment.

Student responsibilities include:

- Commit to and complete the VET program
- Comply with rules and expectations as detailed in the VET Student Information Handbook
- Comply with work placement requirements
- Comply with workplace health and safety (WHS) requirements
- Attend VET classes on time, dressed appropriately and ready to learn

Eligibility/entry requirements

To gain entry into this qualification, students must apply in writing and address the required selection criteria. Students must have achieved a high standard of academic results consistently across all subject area. This course is only open to limited numbers. All students will undergo an interview prior to acceptance into the course.

Fees

There is a fee of \$200.00 which includes all learner resources, assessments and a uniform consisting of a Taminmin College branded polo style shirt.

This qualification is funded by the Northern Territory Government as Taminmin College utilises government funds to support student employment outcomes.

Exit Points

Students may withdraw from this qualification at any time by completing a Withdrawal form and receive a Statement of Attainment for any units of competency successfully completed.

Taminmin College will provide training and assessment in accordance with the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* and ensure that the learner will have the opportunity to complete the qualification offered once a completed enrolment form is processed.