# BSB30120
# Certificate III in Business

## Full qualification (over two years), incorporating VCAA Program 2
### Course Structure – 2023

| | UNITS (YEAR 1) | TYPE | NOMINAL HOURS | WEEKS DELIVERY |
|---|---|---|---|---|
| BSBWHS311 | Assist with maintaining workplace safety | Core | 40 | 5 |
| BSBTWK301 | Use inclusive work practices | Core | 30 | 4 |
| BSBTEC302 | Design and produce spreadsheets | Elective A | 35 | 5 |
| BSBTEC303 | Create electronic presentations | Elective A | 20 | 3 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | Elective A | 20 | 3 |
| BSBPEF201 | Support personal wellbeing in the workplace | Core | 50 | 7 |
| BSBCRT311 | Apply critical thinking skills in a team environment | Core | 40 | 5 |
| BSBSUS211 | Participate in sustainable work practices | Core | 20 | 3 |
| | | **YEAR 1 TOTAL** | **255** | **35** |
| | **UNITS (YEAR 2)** | | | |
| BSBPEF301 | Organise personal work priorities* | Elective B | 30 | 5 |
| BSBINS302 | Organise workplace information* | Elective G | 30 | 5 |
| BSBTEC301 | Design and produce business documents* | Elective A | 80 | 12 |
| BSBXCM301 | Engage in workplace communication* | Core | 40 | 7 |
| BSBOPS304 | Deliver and monitor a service to customers* | Elective D | 35 | 6 |
| | | **YEAR 2 TOTAL** | **215** | **35** |

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 70-week delivery period (over 2 years).

*Indicates Units 3 and 4 – scored assessment units.

| COURSE DURATION | REQUIRED WEEKLY TIME COMMITMENT (Scheduled^) | | | |
|---|---|---|---|---|
| **2 Years** | **YEAR 1** | In-class | 5.25 hrs | Homework | 2 hrs |
| | **YEAR 2** | In-class | 4.5 hrs | Homework | 1.5 hrs |

^Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy and via the completion of an IVET Course Planning Tool, which will also confirm the unit selections, in the event of customisation.

All course information provided in this document is current at the time of print, however, is subject to change based on Training Package updates. In the event of such changes, the actual course composition may vary from the above.

For schools wishing to tailor the course composition (select alternative elective and/or imported units), the options available (permissible substitutes) are detailed on the reverse side of this outline.

Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.

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### Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective units in Year 1, but not added - i.e. the total number of units cannot be increased.

The core units (see reverse side) cannot be substituted and must be retained.

| | UNITS | TYPE | NOMINAL HOURS |
|---|---|---|---|
| BSBTEC201 | Use business software applications | Elective A | 60 |
| BSBWRT311 | Write simple documents | Elective A | 30 |
| BSBXCS301 | Protect own personal online profile from cyber security threats | Elective A | 30 |
| BSBXCS302 | Identify and report online security threats | Elective A | 30 |
| BSBXCS303 | Securely manage personally identifiable information and workplace information | Elective A | 40 |
| BSBXTW301 | Work in a team | Elective C | 40 |

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.

**!** Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.