

CERTIFICATE III IN BUSINESS

COURSE CODE BSB30115

INTAKE Semester 1

ANTICIPATED DURATION 12 months

DELIVERY MODE Online- Self-Directed Learning
2x Support lessons- TAFESA Whyalla
Available via Local Delivery

ENTRY REQUIREMENTS

Successfully completing and passing the LLN aptitude test
80% or above actual attendance at their host school

A commitment of 20% of the course cost is required to be paid to EJEHS by Week 8 Monday (2 December 2019). If this payment does not occur/is not complete then the Student will be put into a reserve subject selected in Subject Counselling.

Provide documentation of successful work placement in a related industry pathway.

SACE/ATAR ATTAINMENT

70 Credits at SACE Stage 2

This course can be used to gain an ATAR.

INDICATIVE COSTING

TAFESA \$1200- A payment plan or the use of Centrepay can be negotiated with TAFESA to cover the costs of this course. (20% of the course cost needs to be paid to EJEHS by 2 December 2019 as a deposit).

ASSESSMENT TYPE

Competency-based assessment is applied to a range of assessment tasks according to the units being assessed. There are both theoretical and practical tasks.

SUBJECT DESCRIPTOR

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge.

CURRICULUM CONSIDERATIONS

Students selecting this course are required to meet the following criteria;

- Undertake the EJEHS VET application and selection process
- Prepared to complete minimum of 35 hours work placement through the duration of the course.

VET offerings and costs at EJEHS are subject to State Government policy and delivery organisation changes



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NATIONAL CODE	UNIT NAME	NOMINAL HOURS
Core Units		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20
Elective Units		
BSBCUS301	Deliver and monitor a service to customers	35
BSBWRT301	Write simple documents	30
BSBITU303	Design and produce text documents	90
BSBITU302	Create electronic presentations	20
BSBINM201	Process and maintain workplace information	30
BSBITU315	Purchase goods and services online	40
BSBWOR301	Organise personal work priorities and development	30
BSBITU314	Design & produce spreadsheet	35
BSBITU309	Produce desktop published documents	50
BSBDIV301	Work effectively with diversity	30
BSBITU306	Design and produce business documents	80
		Total hours 490