

# Kirwan State High School is partnered with external RTO: Binnacle Training

External RTO number: 31319



## BSB30120 - Certificate III in Business

### Qualification description

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.

### Entry requirements

There are no entry requirements for this qualification.

### Duration and location

This is a two-year course delivered in Years 11 and 12 on site at Kirwan State High School in partnership with Binnacle Training.

### Course units

To attain a BSB30120 - Certificate III in Business, 13 units of competency must be achieved.

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

### Obligation

Employment is not guaranteed upon completion of this qualification. Student enrolment, complaints and appeals are managed by Binnacle Training

Students who are deemed competent in all 13 units of competency will be awarded a Qualification and a Record of Results by Binnacle Training. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment issued by Binnacle Training.

### Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- guided learning
- face-to-face instruction
- online training.

### Fees

All fees are published on Kirwan State High Schools VET subject selection form

### Assessment

Assessment is competency based. Assessment techniques include:

- observation
- questioning
- projects
- written and practical tasks.

### Work placement

Work placement is not a requirement for the qualification BSB30120. Students are provided with the opportunity to do structured workplace learning in a range of local Businesses that align with this sector.

### Pathways

This qualification may articulate into:

- Employment pathways such as an Administration Assistant or Customer Service Officer.
- A higher education degree in a Certificate IV or Diploma in Business, Accounting, Management or as a Marketing Manager

See other qualifications at [training.gov.au](http://training.gov.au).