

BSB30115: Certificate III in Business

Registered Training Organisation: Mount Alvernia College (RTO: 41391)

VET

Why Study the Certificate III in Business?

The Certificate III in Business program is offered as a senior subject where students learn what it takes to become a Business Professional. Students achieve skills in leadership, innovation, customer service, personal management and financial literacy – incorporating the delivery of a range of projects and services within their school community. Micro business opportunities are also explored.

Graduates will be able to use their Certificate III in Business

- as an entry level qualification into the Business Services Industries (e.g. customer service adviser, duty manager, administration officer)
- to pursue further tertiary pathways (e.g. Certificate IV, Diploma or Bachelor of Business) and
- to improve their chances of gaining tertiary entrance

Students completing this Certificate will be awarded 8 points towards their Queensland Certificate of Education (QCE). Also, upon completion of the course they may be eligible for an ATAR and/or Selection Rank for entry into further study.

Pathways

The Certificate III in Business will be used by students seeking to enter the Business Services industries and/or pursuing further tertiary pathways (e.g. Certificate IV, Diploma and Bachelor of Business). For example

- Small Business Owner
- Project Manager
- Marketing Manager

How is student work assessed in the Certificate III in Business?

A range of teaching/learning strategies will be used to deliver the competencies. These include

- Practical tasks/experience
- Hands-on activities involving customer service
- Group projects
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Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies.

Typical Topics of Study

YEAR 11			
TERM 1 Takin' Care of Business	TERM 2 Livin' on the Edge	TERM 3 One Week	TERM 4 Oops I Did it Again!
<ul style="list-style-type: none"> Introduction to the Business Services industry. Create electronic presentations to pitch to potential future staff about the benefit/value long-term sustainability of a career in Business areas. Communicate effectively within the workplace 	<ul style="list-style-type: none"> Workplace Health and Safety Investigate and update the management on the College's current WHS procedures Create an induction document for one of the practical areas of College to ensure consistency in issues relating to WHS. 	<ul style="list-style-type: none"> Leadership: Promote innovation in a team environment. Research a small business; identify products and services. Design, plan, create and execute Business Week celebrations at the College. Design and produce a package of business documents to advertise Business Week. 	<ul style="list-style-type: none"> Students will have time to revisit units in which they have not yet reached a satisfactory level.
YEAR 12			
TERM 1 Crash My Party	TERM 2 Money, Money, Money	TERM 3 It's a Beautiful Day	TERM 4 Better Than I Used to Be
<ul style="list-style-type: none"> Create all documents (internal and external) required for both the Senior Formal and Graduation. Prioritise and organise work responsibilities to ensure deadline are met 	<ul style="list-style-type: none"> Produce financial spreadsheets to help ensure workplace financial obligations are met 	<ul style="list-style-type: none"> Co-ordinate the Mt A for a Day experience. Work effectively to deliver and monitor a service Handle complaints 	

Units of Competency offered

Core Unit	
BSBWHS302	Apply knowledge of WHS legislation in the workplace
Elective Units	
BSBITU312	Create electronic presentations
BSBCMM201	Communicate in the workplace
BSBWRT301	Write simple documents
BSBITU313	Design and produce digital text documents
BSBITU306	Design and produce business documents
BSBWOR301	Organise personal work priorities and development
BSBITU314	Design and produce spreadsheets
FNSACC313	Perform financial calculations
BSBCUS301	Deliver and monitor a service to customers
BSBCMM301	Process customer complaints
BSBDIV301	Work effectively with diversity

Cost – Fees included as part of annual school fees

