



VET in Schools

Certificate III in Business (BSB30120)

About the course

This course will provide a sound knowledge and skill base for your business and administration career. You will gain a broad range of skills which may include using computer applications, customer service, business documentation and human resources.

This course can be structured to be delivered over both Year 11 and Year 12 where the student will receive a Certificate III in Business. If this course is not completed over both years of Senior Secondary Education the student will receive a partial completion of Certificate III in Business.

This course is a direct pathway into a Certificate IV in Business at Integrity or if in Year 11, a pathway into a SBAT program. The class is completed once a week throughout the school year on a designated class day.

Classes

Integrity Business College is providing VETiS Business courses through our online virtual platform, Microsoft Teams. Classes will be run weekly for three hours on the below days and times, however if interest increases, other times will be available:

- **Wednesday AM (9:30 – 12:30) / PM (1.00 – 4.00)**
- **Friday AM (9:30 – 12:30) / PM (1.00 – 4.00)**

Possible Employment Outcomes

- Accounts payable and receivable clerk
- Data entry operator
- Junior personal assistance
- Receptionist
- Office administrator
- Word processing operator
- Administration assistant

Integrity Business College Australasia Pty Ltd (RTO # 21739)
Level 4, Suite 401B, 198 Harbour Esplanade, Docklands, Vic 3008
Adelaide: Level 3, 97 Pirie Street, Adelaide SA 5000

Tel. 1300 731 451



Year 11 (Units 1 & 2) Possible Units *	Year 12 (Units 3 & 4) Possible Units *
<ul style="list-style-type: none"> • BSBPEF201 - Support personal wellbeing in the workplace • BSBSUS211 - Participate in sustainable work practices • BSBTWK301 - Use inclusive work practices • BSBWHS311 - Assist with maintaining workplace safety • BSBCRT311 - Apply critical thinking skills in a team environment 	<ul style="list-style-type: none"> • BSBXCM301 – Engage in Workplace communication • BSBTEC301 – Design and produce business documents • BSBPEF301 – Organise personal work priorities • BSBOPS304 – Deliver and monitor a service to customers • BSBINS302 – Organise workplace information

**The above unit selection can be negotiated if a student or school has already partially completed a VETIS program*

*** Non-scored VCE VET programs **do not give you a study score** but they can still contribute to your VCE.*

Pricing

Pricing for this course **per year** will be **\$1995** (Tuition Fee). There are no material costs.

***To enquire, please feel free to contact us on 1300 731 451, or via our [VETIS Expression of Interest form](#) – on our website**

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