

VET BSB30120 Certificate III in Business

LEARNING@FAITH

Staff Hub

Staff Help

MY SUBJECTS

Certificate III in Entrepreneurship and New Business (2023) (RTORENT1)

Certificate II in Community Services [2023 intake] (RTORCOM1)

FAVOURITE GROUPS

Adobe Connect Pilot

Improvements: Suggestion Box

Parent Advisory Group

Staff help-External Audits

VET Information

VET Information & Policies

MY LINKS

Cert II in Applied Digital technologies

Course Homepage Banner



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Course Overview



The Certificate III in BSB30120 has been designed to afford students the opportunity to gain the skills, knowledge and practical work experience that they can use across a range of industry sectors.

We address multi-functional business skills through the 13 units of competency. We cover the important skills that transverse every work situation which are communication, customer service, business documents, business opportunities and risks, workplace safety, critical thinking in a team environment and sustainable practices.

The primary method of learning for this course is a work placement in a real workplace combined with interactive online sessions with a qualified trainer. Students are required to attend a minimum of 20 days of work experience in a workplace of their choosing. Students will complete the task requirements of each unit within the workplace. This gives them an opportunity to gain an insight into what tasks or job roles are undertaken in a real work situation.

The workplace for work placement may include a family business, church, local businesses, or a current place of employment. The student and family will be expected to find their own work placement.

Students receive a nationally recognised qualification on completion. In addition, students will receive up to 8 points towards their QCE when this qualification has been awarded.

Term 1 - Use business software applications, Engage in workplace communication, Participate in sustainable work practices, Write simple documents, Use inclusive work practices

Orientation session 1.15pm Tuesday 30 January 2024 - Parents, please attend the session.

Term 2 - Assist with maintaining workplace safety, Support marketing and promotional activities, Advise on products and services, Deliver and monitor a service to customers

Term 3 - Support personal well-being in the workplace, Identify business risk, Develop and present business proposals, Apply critical thinking in a team environment

Term 4 - Reflection and revision

[Course Video](#)

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Course Trainer

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Key Activities

Prior to Work Placement - Project 1

During this phase, students will select a work experience in a business and will sign a Workplace Agreement form. Once the agreement has been signed by all parties, the students may commence their workplace work experience. Students may do more than 20 days work experience on agreement with the organisation.

1. Complete the Workplace Agreement form and supply the name and email contact of the main person responsible for student supervision at the organisation. Send the Manager/Supervisor's email address to: mary-jane@faith.qld.edu.au.
2. Complete the 7 listed tasks listed upload the required proof of evidence .
3. Attend Interactive Sessions via Zoom to complete lessons and coursework activities to prepare for the work experience.

During Work Placement Stage - Project 2

During this phase the student will attend the workplace for their work experience and follow the direction of the responsible person at that organisation. In addition, the student will complete a check list of tasks to ensure that sufficient evidence for the qualification is collected.

During the work experience, the student will ensure that:

1. They are involved in an initial induction meeting outlining the organisation's expectation of the student. Complete the initial meeting check list.
2. Carry out all tasks led by the unit requirements and as directed by the staff of the organisation. Get a daily attendance sheet signed.
3. Complete the 16 listed tasks listed upload the required proof of evidence .
4. Complete the Work Experience Tasks Check list.
5. Take part in an end of work experience meeting with the supervisor.

Post Work Placement Stage - Project 3

During this stage students will reflect on their work experience placement daily duties.

1. The student will complete 3 listed tasks and 1 reflection task, and upload the required proof of evidence.

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Course Structure

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Students will be required to attend interactive learning sessions consisting of **two online lessons each Tue and Thu 1.15pm - 3.15pm** through Zoom software. Students will also be required to do practical tasks in the workplace which can be up to 4 hours each week. Students must complete the required tasks across Projects 1, 2 & 3.

Students will be required to participate in a minimum of 20 days (150 hours) of workplace experience and complete 16 workplace tasks.

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Course Requirements

The student must be a currently enrolled student in Faith Christian School of DE in years 10, 11 or 12 for 2024. The student will require access to the Internet through a computer with a webcam, microphone and sound. A camera or smartphone will be required to take photos as evidence of practical tasks completed.

The student must complete a minimum of 20 days/150 hours in their work experience placement plus the required tasks across Projects 1, 2 and 3.

The [Queensland Curriculum and Assessment Authority](#) has important information for students. Please read the information by clicking the link below

[QCAA Student instructions](#)

The student must find a work placement and complete the workplace agreement form before the start of term 2.

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Course Outcomes

This Course will prepare students for a career in a variety of business service job roles by building transferable skills.

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Workplace Experience Placement

Students are required to participate in 20 days / 150 hours of work experience in a business. Students are responsible for finding their own workplace for their work experience placement. It is suggested that students chose an industry of interest (e.g. a future career option), as it is a great opportunity to familiarise themselves with the expectations of that job.

During this phase the student will attend the workplace for their work experience and follow the direction of the responsible person at that organisation. In addition, the student will complete a check list of tasks to ensure that sufficient evidence for the qualification is collected. There are 16 tasks to be completed in the workplace.

Work experience will be expected to begin during **Term 2**. An agreement with the organisation leadership and documentation will be provided for this placement.



You too can gain first-hand experience in a career of your interest.

Another great outcome is that students from previous years have successfully gained employment through their workplace experience.

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Interactive Learning Session

Students will connect online for interactive learning sessions for 2 hours on Tuesdays and Thursdays using webcam, headsets and microphone. During the session students will be introduced to new ideas and information, collaborate with other students on how to apply that information in their context, have the practical task demonstrated, have the opportunity to ask questions and commence the practical task while receiving feedback from the trainer.

Students must attend these sessions and have no other external obligations at the time. Interactive training sessions cannot be completed by watching a video after hours. You must attend the first session with an Exercise Book and Pen.

Just like in any workplace, Students in this Vocational Course are required to attend their interactive sessions consistently, participate in class discussions and work together with their other colleagues. Students who do not attend 80% of the interactive sessions may not be eligible to complete the Course.

Students will also be required to do practical tasks which can be up to 2 hours each week.

All evidence of the student completing a practical task must be uploaded into Learning@Faith

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Course Cost

Enrolled Faith Students \$300

External Students \$1500

Commercial Cost \$4000-\$5000

It is not just about the cost. This course is specifically designed for school students, to fit in school times with appropriate tasks and examples, taught from a Christian world-view.

You may find it cheaper at TAFE but it will be for adult students with more theory and not as practical.

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Course Units

COURSE OUTS

- BSBCRT311 Apply critical thinking skills in a team environment
- BSBPEF201 Support personal well being in the workplace
- BSBSUS211 Participate in sustainable work practices
- BSBTWK301 Use inclusive work practices
- BSBWHS311 Assist with maintaining workplace safety
- BSBXCM301 Engage in workplace communication
- BSBTEC201 Use business software applications
- BSBWRT311 Write simple documents
- BSBOPS302 Identify business risk
- BSBESB302 Develop and present business proposals
- BSBOPS304 Deliver and monitor a service to customers
- SIRXMK001 Support marketing and promotional activities
- SIRXPK001 Advise on products and services

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