

# BSB30115 Certificate III in Business



In **year 11 and 12**, students have the opportunity to complete a Certificate III in Business, off campus, for one day per week at the EBITS centre (located at Boyne Smelters Ltd). Students learn what it takes to become a Business Professional and learn and achieve skills in leadership, innovation, customer service, personal management and financial literacy.

Completing a Certificate III will contribute up to 8 credits towards a student's QCE. Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR.

Learning experiences will be achieved by students working alongside an experienced Business Teacher (Program Deliverer) – incorporating delivery of a range of projects and services within their school community.

## **Certificate III in Business – (Binnacle Training RTO 31319)**

Units of competency

- BSBWHS302 Apply knowledge of WHS legislation in the workplace
- BSBFLM312 Contribute to team effectiveness
- BSBWOR301 Organise personal work priorities and development
- BSBITU314 Design and produce spreadsheets
- BSBITU312 Create electronic presentations
- BSBPRO301 Recommend products and services
- BSBCUS301 Deliver and monitor a service to customers
- BSBWRT301 Write simple documents
- BSBITU306 Design and produce business documents
- BSBLED301 Undertake eLearning
- FNSFLT401 Be MoneySmart through a career in small business
- FNSFLT205 Develop knowledge of the Australian financial system and markets



<b>Assessment</b>	Completion of competencies, teacher observations and documentation of learning materials and activities
<b>Special Note</b>	There is an expectation that students will participate in the <b>BYOX laptop program</b>
<b>Delivery</b>	Face-to-face with on-line components
<b>Fees</b>	\$300 (includes \$210 Program fee + EQIP fees) + EBITS uniform
<b>Pre-requisites</b>	Students should have good quality written and spoken communication skills and enthusiasm/ motivation to participate in a range of projects.
<b>Duration</b>	It is expected that you will complete the course within the first three terms of the year – returning to school in term 4
<b>Cooling off period</b>	There is a two week cooling off period after enrolment - fees are fully refundable if students withdraw from the course during this time

*Contact Tonita Williams (Co-ordinator) for more details 0436 819 404*