

**BSB30120**

# Certificate III in Business



## About

Develop skills and knowledge to start a career in the business sector while you complete your secondary school studies, with the Certificate III in Business BSB30120.

This course will prepare you for a range of business services job roles that involve routine clerical, administrative, or operational tasks that require technology and business skills.

## Location and time

- ◆ Hybrid Delivery one Day a Week – Wednesday
- ◆ Remote delivery via Zoom – 3 weeks of the month
- ◆ On Campus – 1 week of the month

## Location

VU City Tower Campus  
370 Little Lonsdale Street, Melbourne 3000

## Duration

2 years part-time, one day a week

The program will be delivered through a combination of face-to-face training conducted in a classroom and in the digital media learning space. Students will gain valuable research skills. Various delivery methods are used to promote engagement and the learning styles of the student cohort. Case studies presenting

situations that require problem-solving, teamwork, and research techniques will provide a hands-on learning experience. Latest innovative techniques used in the workplace will also be presented and explored.

## Course fees

VU does not charge any fees to students directly to undertake VDSS with us. These fees are in line with the Department of Education & Training fee bands and are charged to the secondary school.

Please contact your secondary school VET Coordinator for course fees.

## Program outcomes

Recognition of Units 1 and 2 and Units 3 and 4 sequence when the minimum 180 nominal unit hours per year are successfully completed.

This program does not offer scored assessment.

## Qualification

The award of BSB30120 Certificate III in Business. Where the full qualification is not completed, a Statement of Attainment is issued for passed units.

## Equipment (students to supply)

- ◆ Pens and notebook
- ◆ Laptop

## Course outline

Year 1		Year 2	
BSBPEF201	Support personal wellbeing in the workplace	BSBXCM301	Engage in workplace communication
BSBSUS211	Participate in sustainable work practices	BSBTEC301*	Design and produce business documents
BSBTWK301	Use inclusive work practices	BSBPEF301	Organise personal work priorities
BSBWHS311	Assist with maintaining workplace safety	BSBOPS304	Deliver and monitor a service to customers
BSBCRT311	Apply critical thinking skills in a team environment	BSBTEC404	Use technologies to collaborate in a work environment
BSBOPS302	Identify business risk	BSBPMG430	Undertake project work
BSBTEC302	Design and produce spreadsheets	BSBINS302	Organise workplace information

\*NOTE: Units for this new course are still to be finalised for 2025 and will be made available prior to the EOI submission date.

For all information on the Training Package and each Unit of Competency for this program, please click on the following link: <https://training.gov.au/Training/Details/BSB30120>

## Contact

For further course information, contact [VDSS@vu.edu.au](mailto:VDSS@vu.edu.au).

## VU TAFE pathways

