

## VET in Schools (VETiS) Program - 2022

IAA offers the **BSB30120 Certificate III in Business** to students studying for their South Australian Certificate of Education (SACE).

<b>Course code/name</b>	BSB30120 Certificate III in Business
<b>Training provider</b>	International Australian Academy RTO 40364
<b>Delivery site</b>	IAA, Level 1, 62-64 Gawler Place ADELAIDE SA 5000
<b>Number of SACE credits/stage</b>	<p><b>Semester 2 = 70 SACE points</b></p> <p><i>*SACE credits listed are used as a guide only and are subject to change. Refer to <a href="https://sace.sa.edu.au/web/vet/vet-recognition-search?areaTitle=Business%20and%20Finance">https://sace.sa.edu.au/web/vet/vet-recognition-search?areaTitle=Business%20and%20Finance</a> for more detailed information.</i></p>
<b>Course description</b>	<p>BSB30120 Certificate in Business reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge.</p> <p>IAA's course helps students sharpen and develop their skills and knowledge in the use of the Microsoft Office product suite, specifically Word, Excel and PowerPoint. We also instruct students on applying their skills to current business practices which provide the foundations of a solid basis for future employment and career progression.</p> <p>To prepare students for immersion into the modern business world, IAA's course helps to develop the key skills of teamwork, communication and working with colleagues and customers from diverse backgrounds and environments.</p> <p>Time management skills such as organising and prioritising work tasks and projects are a focus of the course. Production and design of business-related documentation are covered.</p> <p>The BSB30120 Certificate III in Business qualification can be used as students' fourth TAS subject to achieve an Australian Tertiary Admission Rank (ATAR) in application to university.</p> <p>To achieve the qualification, students must successfully complete Semester 1 and Semester 2.</p>
<b>Course Fee</b>	Tuition Fee: AUD \$2,580
	Enrolment Fee: AUD \$ 250
	Material Fee: AUD \$ 480
<b>Course Duration</b>	This program is delivered up to 12 months.

<b>Qualification Rules</b>	Participants must complete ten (13) units of competency in accordance with the guidelines published in the BSB Business Services Training Package Qualification Rules which requires: <ul style="list-style-type: none"> <li>• 6 core units and 7 elective units</li> <li>• Total: 13 units</li> </ul>
	<b>Semester 1</b>
<b>Unit code</b>	<b>Unit title (hours)</b>
<b>BSBWHS311 (C)</b> <b>BSBXCM301 (C)</b> <b>BSBTWK301 (C)</b> <b>BSBSUS211 (C)</b> <b>BSBPEF201 (C)</b> <b>BSBCRT311 (C)</b>	Assist with maintaining workplace safety(20 hours) Engage in workplace communication (30 hours) Use inclusive work practices(35 hours) Participate in sustainable work practices (30 hours) Support personal wellbeing in the workplace (30 hours) Apply critical thinking skills in a team environment (40 hours)
	<b>Semester 2</b>
<b>Unit code</b>	<b>Unit title (hours)</b>
<b>BSBTEC303 (E)</b> <b>BSBTEC301 (E)</b> <b>BSBPEF301 (E)</b> <b>BSBOPS305 (E)</b> <b>SIRXCEG002 (E)</b> <b>SIRXMKT001 (E)</b> <b>SIRXPDK001 (E)</b>	Create electronic presentations (20 hours) Design and produce business documents (30 hours) Organise personal work priorities (40 hours) Process customer complaints (40 hours) Assist with customer difficulties (35 hours) Support marketing and promotional activities (35 hours) Advise on products and services (35 hours)
C=Core E=Elective	<b>Total hours = 420</b>
<b>Available to</b>	Years 10, 11 and 12
<b>Start date</b>	Ongoing
<b>Student requirements</b>	Students must attend lessons once a week off school campus at IAA's campus.  Full school uniform must be worn while on IAA campus.  There may be industry-related site visits or field trips which may take place during normal school hours. Students may be charged an additional \$15 for the cost of such excursions.
<b>Structured Work Placement</b>	Not required.
<b>Course prerequisites</b>	No prior knowledge or experience is required, however a keen interest in developing business skills is helpful.
<b>Career pathways</b>	Students who complete this qualification may continue their studies as per

	<p>the guide below or gain employment directly into such roles as:</p> <ul style="list-style-type: none"> <li>● Office Assistant</li> <li>● Receptionist</li> <li>● Accounts Clerk</li> <li>● Customer Service Agent</li> <li>● Data Entry Operator</li> </ul>
<p><b>Why choose IAA?</b></p>	<ul style="list-style-type: none"> <li>● Well established reputation in the South Australian education sector</li> <li>● Convenient, central city location</li> <li>● Modern, well-equipped campus</li> <li>● Experienced and friendly trainers and support staff</li> <li>● DCSI checks held by all staff</li> </ul>