

BSB30115
Certificate III in Business – 240 Hours HSC Course
BOSTES Course Number 26101
School Based Traineeship



Course description:

This course provides participants with the skills, knowledge and attitude required to work effectively in a Business environment. This is the entry level qualification for the industry and is suitable for those wishing to begin a career in Business. The course involves skills such as

- How to use a range of business equipment, such as computers and printers
- Knowledge about Office procedures and environments
- Knowledge and use of business software technology
- Safe work practices
- Communication
- Customer service

Delivered using the workplace as the key learning environment and supported by JobQuest trainers and assessors provides an alternative non- traditional learning pathway for students. Students work 100 paid days across the traineeship and have a monthly contact with trainers via email and phone. Workplace visits are conducted regularly. Where the visit cannot be conducted in the workplace the trainer will arrange to meet the student at school or at a JobQuest office. Students are actively encouraged to seek additional support and advice as needed outside of the scheduled contacts and are able to contact trainers as often as necessary.

This program aligns with the NSW Board of Studies requirements for students undertaking the Higher School Certificate in NSW. Students can opt to sit for the Optional HSC examination in Business Services. Examinable units are shaded below.

Delivery and Assessment Approach

Employment Based Delivery

Using a combination of self- paced learning and practical workbased projects the program aims to engage and motivate the students to develop and apply solid entry level business administration skills and employability skills whilst preparing for the HSC.

HSC Preparation

JobQuest will prepare students for the Year 11 preliminary examination (Term 3 of Year 11) ,the HSC Trial examination (Term 3 of Year 12) and the HSC examination.

Prelim and HSC Trial Examination papers will be supplied and marked by JobQuest. Students will also be required to undertake examination preparation activities which may include group study sessions, study guides, completion of past examination papers and post examination debrief sessions.

Competency Based Assessment

Students will undertake workbased learning projects, produce project reports and participate in observation assessment and interviews as the basis of the competency assessment. Workplace supervisors will be consulted to confirm the student's skill development and application.

Reports

JobQuest will ensure that results are reported to the NSW Board of Studies via the EBOS site. A progress report will be supplied once per term to parents, school and employer.

Attempt ALL units Shaded units are examinable				
Unit code	Unit title	Year of Study	HSC indicative hours of credit	Focus Area
BSBCUS301	Deliver and monitor a service to customers	11	20	Customer Service
BSBFIA301	Maintain financial records	11	25	Financial Records
BSBINN201	Contribute to workplace innovation	11	15	Innovation
BSBWHS302	Apply knowledge of WHS legislation in the workplace	11	15	Safety
BSBSUS401	Implement and monitor environmentally sustainable workpractices	11	25	Sustainability
BSBIND201	Work effectively in a business environment	11	25	Working in the business services industry and workplace
BSBINM301	Organise workplace information	11	20	Workplace information
	7 Mandatory Examinable Units	SUB TOTAL HOURS	145	
BSBITU302	Create electronic presentations	12	15	
BSBITU303	Design and produce text documents	12	25	
BSBITU304	Produce spreadsheets	12	20	
BSBITU306	Design and produce business documents	12	25	
BSBITU307	Develop keyboarding speed and accuracy	11/12	25	
	Additional Units	SUB TOTAL HOURS	95	Completes 240 Hours
	Additional Unit to meet qualification requirements			
BSBWRT301	Write simple documents	12	20	Completes Qualification

Sample Schedule. (Indicative only)

Year 11	Learning	Contact	Report
Term 1	Course induction and commencement. Commence touch typing training program Expected number of Competencies to be completed during this term: 2	Focus on engagement and motivation. Trainer will contact the learner at least fortnightly including up to 3 face to face visits	Progress report
Term 2	Touch typing practice / progress test Expected number of Competencies to be completed during this term: 4	One face to face visit Monthly contact	Progress report
Term3	Touch typing practice / progress test Preliminary exam preparation- Issue study guide Complete and submit for marking minimum one past preliminary paper. Preliminary Examination Expected number of Competencies to be completed during this term: 4	One face to face visit Monthly contact	Progress report EBOS update Work hours update
Year 12	Learning	Activity	Report
Term 1	Touch typing practice / progress test Preliminary Exam debrief Expected number of Competencies to be completed during this term: 2	One face to face visit Monthly contact	Progress report
Term2	Touch typing practice / progress test Commence HSC trial preparation – complete and submit for marking 2 past HSC papers Expected number of Competencies to be completed during this term: 2	One face to face visit Monthly contact	Progress report
Term3	Expected number of Competencies to be completed during this term: 1 Course completed. HSC trial preparation – study session	One face to face visit Monthly contact	Progress report
Term4	HSC Trial HSC Trial debrief – one group study session HSC Examination preparation complete and submit 2 past HSC papers	One group study session Monthly contact	Progress report EBOS update Work hours update HSC estimate mark submitted to school