

# VET DELIVERED TO SECONDARY STUDENTS

## Certificate III in Business (BSB30120) (partial completion)

### PROGRAM DESCRIPTION

This qualification provides students with the opportunity to develop a broad range of skills and knowledge to work in a variety of industries including medical, finance or retail.

### WHO SHOULD APPLY?

Students who are interested in broadening their knowledge within the health services industry are engaged to apply.

### PROGRAM STRUCTURE

2-year program  
Delivered one afternoon per week

### LOCATIONS

SWTAFE Colac Campus  
SWTAFE Hamilton Campus  
SWTAFE Portland Campus  
SWTAFE Warrnambool Campus

### PATHWAYS

Pathways include completion of the Certificate III in Business, Certificate IV in Business, Diploma of Business and Certificate IV in Accounting and Bookkeeping.

### WORK PLACEMENTS

The VCAA strongly recommends a minimum of 80 hours of work placement for this program.

### CONTRIBUTION TO THE VCE

Students undertaking this VET DSS program through the VCE stream are eligible for credit of up to four VCE VET units on their VCE Statement of Results: two units at Unit 1-2 level and a Unit 3-4 sequence.

Students undertaking this VET DSS program through the VCE Vocational Major stream will need to complete a minimum of 180 nominal hours of a VET DSS program over a 2-year period.

### BENEFITS STUDYING A VETDSS PROGRAM AT SWTAFE

A SWTAFE VETDSS program allows school students to develop industry-specific skills, develop employability skills and gain a nationally or state recognised VET qualification while completing their Victorian Certificate of Education.

Valuable hands-on skills and experience for work, further training or university.

You can explore potential careers while you are still in school.

WOULD YOU  
LIKE TO APPLY?



# VET DELIVERED TO SECONDARY STUDENTS

## 1<sup>st</sup> year

Code	Units of Competency	Nominal Hours
BSBSUS211	Participate in sustainable work practices	20
BSBPEF201	Support personal wellbeing in the workplace	50
BSBTWK301	Use inclusive work practices	30
BSBWHS311	Assist with maintaining workplace safety	40
BSBCRT311	Apply critical thinking skills in a team environment	40
Subtotal		220

## 2<sup>nd</sup> year

Code	Units of Competency	Nominal Hours
BSBXCM301	Engage in workplace communication	40
BSBTEC301	Design and produce business documents	80
BSBPEF301	Organise personal work priorities	30
BSBOPS304	Deliver and monitor a service to customers	35
BSBINS302	Organise workplace information 30	30
Subtotal		215
TOTAL		435

### What is partial completion?

At the end of each year you will receive a Statement of Attainment listing the successfully completed units.

Units of competency may change without notice