



EDWARD JOHN  
**EYRE**  
HIGH SCHOOL

# BSB30115: CERTIFICATE III IN BUSINESS

**tafeSA**



Government of  
South Australia

RTO Code: 41026  
CRICOS Code: 00092B  
HEP Code: PRV14002

*VET offerings and costs at EJEHS are subject to State Government policy and delivery organisation changes*



## **SUBJECT DESCRIPTOR**

This qualification 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.

**INTAKE** Semester 1

**ANTICIPATED DURATION** 12 months

**DELIVERY MODE** Online self-directed learning

## **ENTRY REQUIREMENTS**

Grade point average of C grade or above at host school  
Current CV and interview

## **PROGRAM EXPECTATIONS**

80% or above actual attendance  
Adherence to student code of conduct  
Grade point average of C grade or above at host school

## **SACE/ATAR ATTAINMENT**

70 credits at SACE Stage 2  
This course can be used to gain an ATAR.

## **INDICATIVE COSTING**

TAFE SA \$1,323- A payment plan or the use of Centrepay can be negotiated with TAFE SA.  
EJEHS VET uniform optional \$35 (pre-payment is required).

## **ASSESSMENT TYPE**

Competency-based assessment is applied to a range of assessment tasks according to the units being assessed. There are both theoretical and practical tasks.

## **CURRICULUM CONSIDERATIONS**

Students selecting this course are required to meet the following criteria;

- Undertake the EJEHS VET application and selection process.

# BSB30115: CERTIFICATE III IN BUSINESS



RTO Code: 41026  
CRICOS Code: 00092B  
HEP Code: PRV14002



NATIONAL CODE	UNIT NAME	NOMINAL HOURS
<b>Core Units</b>		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20
<b>Elective Units</b>		
BSBCUS301	Deliver and monitor a service to customers	35
BSBWRT301	Write simple documents	30
BSBITU313	Design and produce text documents	90
BSBITU312	Create electronic presentations	20
BSBINM201	Process and maintain workplace information	30
BSBITU315	Purchase goods and services online	40
BSBWOR301	Organise personal work priorities and development	30
BSBITU314	Design & produce spreadsheet	35
BSBITU309	Produce desktop published documents	50
BSBDIV301	Work effectively with diversity	30
BSBITU306	Design and produce business documents	80
<b>Total hours</b>		<b>490</b>