Certificate III in Business
(BSB30120)

FULL QUALIFICATION - incorporating VCAA Program 2	COURSE DURATION
Course Structure - 2026	2 Years

	UNITS (YEAR 1)	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBWHS311	Assist with maintaining workplace safety	Core	40	5
BSBTWK301	Use inclusive work practices	Core	30	4
BSBTEC302	Design and produce spreadsheets	Elective A	35	5
BSBTEC303	Create electronic presentations	Elective A	20	3
BSBTEC202	Use digital technologies to communicate in a work environment	Elective A	20	3
BSBPEF201	Support personal wellbeing in the workplace	Core	50	7
BSBCRT311	Apply critical thinking skills in a team environment	Core	40	5
BSBSUS211	Participate in sustainable work practices	Core	20	3
		YEAR 1 TOTAL	**255**	**35**
	UNITS (YEAR 2)			
BSBPEF301	Organise personal work priorities*	Elective B	30	5
BSBINS302	Organise workplace information*	Elective G	30	5
BSBTEC301	Design and produce business documents*	Elective A	80	12
BSBXCM301	Engage in workplace communication*	Core	40	7
BSBOPS304	Deliver and monitor a service to customers*	Elective D	35	6
		YEAR 2 TOTAL	**215**	**35**

For schools wanting to customise the course content (choose different electives and/or imported units), you can find the available options (permissible substitutes) listed on the back of this document.

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 70-week delivery period.
*Indicates Units 3 and 4 - scored assessment units.

	REQUIRED WEEKLY TIME COMMITMENT (Scheduled^)			
YEAR 1	**In-class**	**5.25 hrs**	**Homework**	**2 hrs**
YEAR 2	**In-class**	**4.5 hrs**	**Homework**	**1.5 hrs**

^Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy.

In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

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Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective units in Year 1, but not added - i.e. the total number of units cannot be increased. Additionally, at least two Elective A and one Elective B unit must be retained. A maximum of three imported units are allowed.

The core units (see reverse side) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBTEC201	Use business software applications	Elective A	60
BSBWRT311	Write simple documents	Elective A	30
BSBXCS301	Protect own personal online profile from cyber security threats	Elective A	30
BSBXCS302	Identify and report online security threats	Elective A	30
BSBXCS303	Securely manage personally identifiable information and workplace information	Elective A	40
BSBXTW301	Work in a team	Elective C	40

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.

Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.

All information provided is current at the time of print, however, is subject to change based on Training Package updates or changes made by the State Curriculum Authority. In the event of such changes, the actual course composition may vary from the above.

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