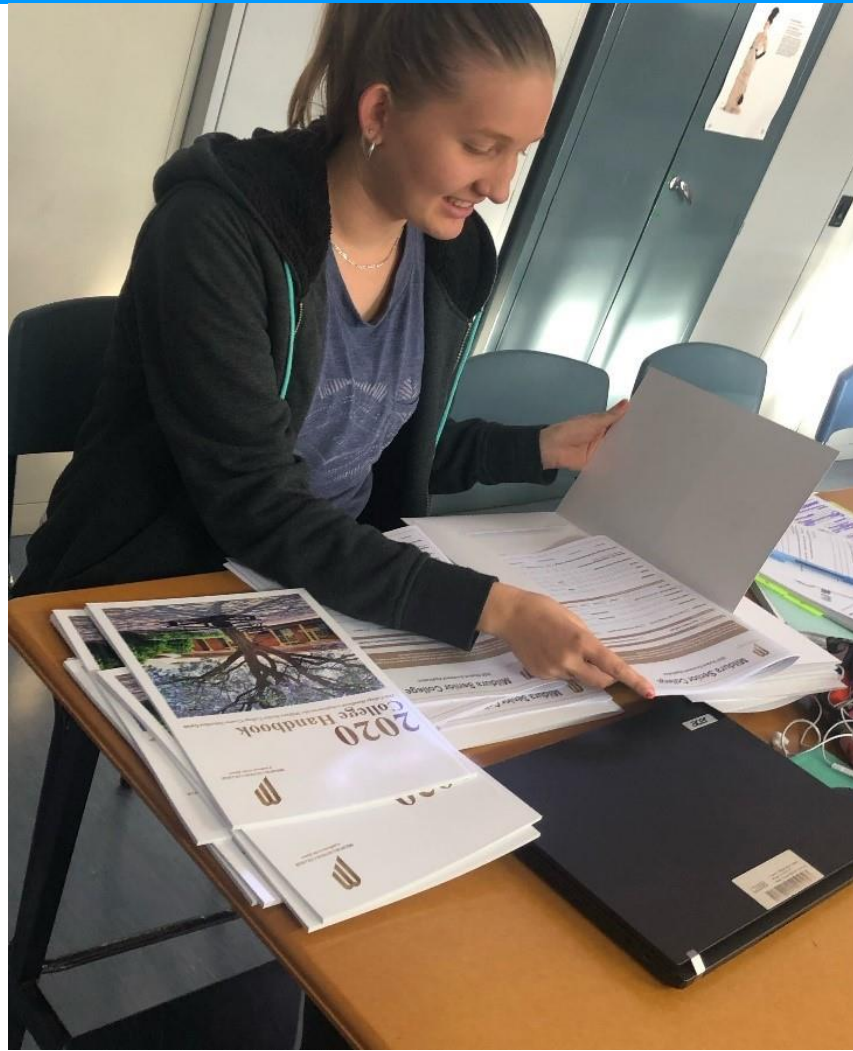




MILDURA SENIOR COLLEGE  
*a pathway to the future*

# Business

BSB30115 Certificate III in Business (partial completion)





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# Program Details

The VET Business program will introduce students to the business sector where they will be exposed to duties within business administration, information and management services, human resources and business development.

The course is designed to introduce students to effective communication, business technology, maintaining records and using Microsoft Office software such as Excel and Word.

Year 1	Unit 1& 2
BSBCMM201	Communicate in the workplace
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINM201	Process & maintain workplace information
BSBINM202	Handle mail
BSBITU211	Produce digital text documents
BSBITU213	Use digital technologies to communicate
BSBSUS201	Participate in environmental work practices
BSBWHS201	Contribute to health & safety of self and others
BSBWOR202	Organise & complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
Year 2	Unit 3 & 4
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBINM301	Organise workplace information
BSBCUS301	Deliver a service to customers



# Structured Workplace Learning

Highly Recommended.

**SWL Recognition** is available to VCAL and VCE students who are undertaking a VCE VET program.

Students who complete 10 days full-time equivalent work placement in their VCE VET industry area and the three sections of the Workplace Learning Record may be eligible for one VCE credit at Units 1 & 2 level or one VCAL general credit.

Structured workplace learning complements the training undertaken during class time. It provides the context for:

- Enhanced skill development
- Practical application of industry knowledge
- Assessment of units of competency/modules as determined by the RTO
- Increased employment opportunities.





# Contribution to VCE & VCAL

## VCE

Students will receive two VCE VET units at 1 – 2 level, and one VCE VET 3 – 4 sequence.

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of a VCE VET program must undertake scored assessment for the purpose of achieving a study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (primary four) or as a fifth or sixth study. Where a student elects not to receive a study score, no contribution to the ATAR will be available.

## VCAL

Contribution to VCAL is determined by the number of units of competence successfully completed. When a student has been assessed as competent in units totalling 90 nominal hours, this will contribute one VCAL unit towards satisfactory completion of VCAL. Students can receive up to 4 VCAL credits for VET Business.

This program will satisfy learning outcomes for the Industry Specific Skills and Work Related Skills strands of VCAL





# Study Pathways

⇒ Certificate IV in Business

⇒ Certificate IV in Human Resources

⇒ Certificate IV In Leadership & Management

⇒ Certificate IV in Marketing & Communication

⇒ Diploma of Business Administration

⇒ Diploma of Event Management

⇒ Diploma of Project Management

⇒ Diploma of Travel & Tourism Management

⇒ Advanced Diploma of Management (HR)

⇒ Bachelor of Business

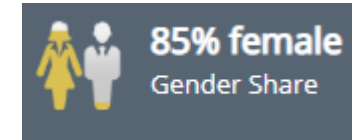
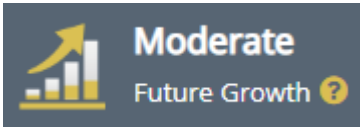


# Future Career Opportunities

- ⇒ Administration assistant
- ⇒ Receptionist
- ⇒ Data entry operator
- ⇒ Legal Secretary
- ⇒ Clerical Worker
- ⇒ Human Resource Management



# Job Outlook in Australia

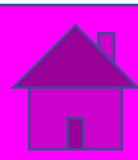


**PROFILE:** Sunraysia provides many work opportunities in this industry. Local employers include schools, local, Victorian and Australian government service providers, Universities and TAFE, social assistance organisations, financial and legal services as well as medical facilities and health care providers.

**OUTLOOK:** The number of people working in General Office Administration grew strongly over the past 5 years and is expected to grow over the next 5 years: from 231,500 in 2018 to 242,800 by 2023. Job openings can come from new jobs being created, but most come from turnover (workers leaving).

**SKILLS & TRAINING:** You can work in office administration without formal qualifications, however, they will be useful, especially if you want to work your way up the corporate ladder. TAFE or University courses in business or related fields will be helpful.

More generally, employers look for workers that have a **GOOD ATTITUDE**, **good computer skills**, **interact well with others** and can provide 'good customer service'.





# Get VET

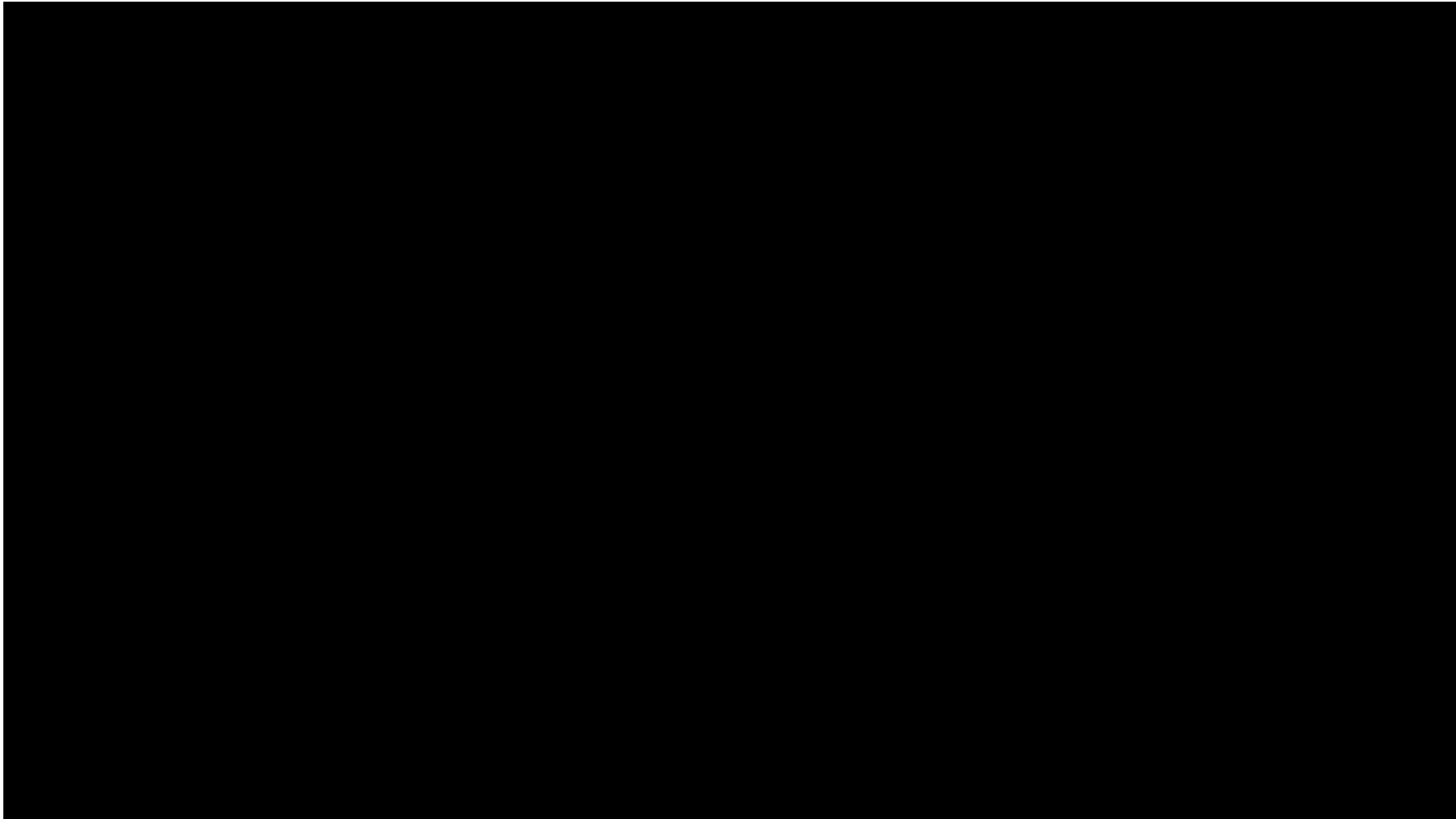


# Virtual Workplace Tour





# Job Talks



# How To Apply

**MILDURA SENIOR COLLEGE**  
**VCE Course Selection Sheet – 2021**  
**Year 11**

Sections 1, 2, 3 & 4 are to be completed by the student.

1. Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Previous/Current School: \_\_\_\_\_ Home Group e.g. 10A: \_\_\_\_\_  
 Parent Contact Phone Numbers: (H) \_\_\_\_\_ (M) \_\_\_\_\_  
 Student Contact Phone Number: (M) \_\_\_\_\_  
 Postal Address: \_\_\_\_\_

2. **CAREER / COURSE / EMPLOYMENT:** **IMPORTANT**  
 (or nominate general area of interest using the field area categories)

3. VCE COURSE SELECTION  
Year 11 2021 Semester 1

SUBJECTS IN PREFERENCE ORDER:	
1. ENGLISH (compulsory) <input type="checkbox"/> EAL	
2.	
3.	
4.	
5.	
6.	
7.	

You will study 5 subjects; however, you must list 7. This is in case you cannot fit into one or more of your top 5 subjects.  
 \*Please be specific in terms of subjects selected, e.g. state which Maths you want to do and if doing Studio Arts, state Contemporary Practices or Photography.

4. Did you complete any of the following this year (please tick)  
 VCE  VCAL  VET  SBAT  
 Subject Name(s): \_\_\_\_\_  
 VET & SBAT details?  
 Certificate Name: \_\_\_\_\_  
 Training Org: \_\_\_\_\_  
 Employer (if applicable): \_\_\_\_\_  
 Have you finished the Course?  Yes  No  
 Do you want to continue the Course?  Yes  No  
 \*You must provide a Statement of Attainment before Enrolment  
 USI:

5. Signatures (All must be signed)

Parent's Signature _____	Date _____	Student's Signature _____	Date _____
Pathway Teacher's Signature _____	Date _____	MSC Staff Member Initials _____	Date _____

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Would you like to apply for the VET Business course?

Then make sure you include it in your top 5 preferences on the VCE or VCAL subject selection sheet in the MSC 2021 Course Selection Guide.

