



Certificate II in Workplace Skills (BSB20120) Certificate III in Business (BSB30120)



DUAL QUALIFICATION

Course Structure – 2026

COURSE DURATION

2 Years

UNIT CODE	UNIT DESCRIPTION	TYPE		NOMINAL HOURS	WEEKS DELIVERY
		BSB20120	BSB30120		
BSBPEF202	Plan and apply time management*	Core	N/A	15	2
BSBWHS211	Contribute to health and safety of self and others	Core	N/A	15	2
BSBCMM211	Apply communication skills*	Core	N/A	35	4
BSBOPS201	Work effectively in business environments*	Core	N/A	25	3
BSBTEC201	Use business software applications*	Elective B	Elective A	55	7
BSBTEC202	Use digital technologies to communicate in a work environment*	Elective B	Elective A	20	2
BSBPEF201	Support personal wellbeing in the workplace*	Elective A	Core	45	5
BSBSUS211	Participate in sustainable work practices*	Core	Core	30	4
BSBTWK301	Use inclusive work practices*	Import	Core	35	4
BSBTEC303	Create electronic presentations*	Import	Elective A	20	2
YEAR 1 TOTAL				295	35
UNITS – YEAR 2					
BSBPEF301	Organise personal work priorities	N/A	Elective B	30	5
BSBWHS311	Assist with maintaining workplace safety	N/A	Core	40	6
BSBXCM301	Engage in workplace communication	N/A	Core	35	5
BSBCRT311	Apply critical thinking skills in a team environment	N/A	Core	45	6
BSBTEC302	Design and produce spreadsheets	N/A	Elective A	30	5
BSBWRT311	Write simple documents	N/A	Elective A	30	5
BSBINS302	Organise workplace information	N/A	Elective G	20	3
YEAR 2 TOTAL				230	35

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.

* Units credit transferred from BSB20120 to BSB30120.



Schools may elect to receive fewer credit transfers from the Certificate II in Workplace Skills and include more units for delivery from the Certificate III in Business. 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.



REQUIRED WEEKLY TIME COMMITMENT (Scheduled^)				
YEAR 1	In-class	6.5 hrs	Homework	2 hrs
YEAR 2	In-class	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.



Permissible Substitutes

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

Note – The additional units available only apply to the second year/Cert III and can only be added (in lieu of credits from the Cert II), not substituted.

UNITS	TYPE		NOMINAL HOURS
	BSB20120	BSB30120	
BSBXTW301 Work in a team	N/A	Elective C	35
BSBTEC301 Design and produce business documents	N/A	Elective A	70
BSBOPS304 Deliver and monitor a service to customers	N/A	Elective D	50



Important – The inclusion of additional units for delivery will alter the required weekly time commitment and the requisite weeks delivery for every unit of competency. Completion of the IVET Course Planning Tool is necessary to recalculate these critical provisions.

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.

