



## **Certificate III in Business**

### **Dual qualification-**

**(First Year - Certificate II in Workplace Skills BSB20120 &**

**then**

**Second year (optional) BSB30120)**

### **Course Description**

Cairns School of Distance Education is excited to introduce a new dual qualification program in partnership with IVET Institute (RTO 40548) commencing in 2026. This program allows students to complete both the Certificate II in Workplace Skills (BSB20120) and the Certificate III in Business (BSB30120), gaining nationally recognised qualifications that strengthen employability, workplace confidence, and future learning pathways. You must complete the BSB20120 Certificate II in Workplace Skills to enroll in the BSB30120 Certificate III in Business.

Certificate courses are for highly motivated students who can work independently, meet deadlines, and collaborate with their trainer throughout the course.

### **Recommendation and Course Completion**

Students who wish to study this dual qualification are required to complete a Language, Literacy, Numeracy and Digital Literacy (LLND) assessment to determine course suitability. CSDE recommends that students considering this program have a B level of achievement or above in English and Mathematics. A pre-enrolment interview may also be required to discuss employability skills and study expectations to ensure successful completion and certification.

Timing: The course is delivered across two academic years, commencing in Term 1 2027, and concluding at the end of Term 4, 2026 for First year the Certificate II in Work Place Skills or if continuing on to complete the full Certificate III in Business will end in Term 4 2028. (NB: Must be enrolled no later than week 3 term 1 each year).

Students who complete both years successfully will achieve:

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

Graduates will hold a Dual Qualification issued by IVET Institute (RTO 40548).

### **QCE Credits and ATAR**

Students who complete both qualifications can earn up to 8 QCE credits (BSN20120 – 4 credits and on completion of the dual BSN30120 – an additional 4 credits), contributing towards their Queensland Certificate of Education (QCE). Students who complete this AQF Level 3 qualification while at school may also use this as the basis of admission to a higher education course.

Each AQF Level 3–6 qualification completed during secondary school contributes a scaled score that can be included in a student’s Australian Tertiary Admission Rank (ATAR) calculation.

## Assessment and Reporting

This program is delivered under a competency-based assessment model. Students demonstrate their understanding and skills through:

- Knowledge Questions (theory)
- Projects (practical and scenario-based)
- Observation and feedback from trainer/assessor

Students receive detailed feedback and may resubmit tasks up to three times to demonstrate competency. Additional resubmission may lead to the student needing to re-enroll and this will incur additional costs. Semester reports are provided to parents/carers and progress is continuously tracked within the CSDE learning portal. Deadlines for work must be adhered to so students gain the necessary qualification within the timelines given as per the workplace. (NB: If deadlines are not followed, the student may risk being withdrawn from the course and no refunds can be actioned).

Upon successful completion of all units, students receive a Statement of Attainment or Certificate issued by IVET Institute.

## Course Delivery

This course is delivered over 18 months. Content is taught in Virtual Meetings through Teams. Each year of the dual qualification is delivered through a multi-mode learning model combining online trainer-led sessions, independent study, and project-based simulated training.

Cairns SDE provides instructional delivery, monitoring, and support, while IVET Institute provides accredited course materials and resources. Students access all digital learning content via the IVET learning platform and CSDE online systems.

## Course Structure

Year	Qualification	AQF Level	Total Units
Year 1	Certificate II in Workplace Skills (BSB20120)	Level 2	10 units
Year 2	Certificate III in Business (BSB30120)	Level 3	13 units

### Year 1 – Certificate II in Workplace Skills (BSB20120)

5 core units and 5 electives

Focus on foundational business and employability skills.

Key units include:

- BSBPEF202 Plan and apply time management
- BSBOPS201 Work effectively in business environments
- BSBTEC201 Use business software applications
- BSBSUS211 Participate in sustainable work practices

- BSBWHS211 Contribute to health and safety of self and others

## **Year 2 – Certificate III in Business (BSB30120) (Optional)**

6 core and 7 electives units

Must have successfully completed the Certificate II in Workplace Skills

Focus on advanced business operations, communication, and critical thinking.

Key units include:

- BSBPEF301 Organise personal work priorities
- BSBCRT311 Apply critical thinking skills in a team environment
- BSBWHS311 Assist with maintaining workplace safety
- BSBTEC302 Design and produce spreadsheets
- BSBXCM301 Engage in workplace communication

Completion of both years results in two nationally recognised business qualifications.

### **Student Requirements**

Students will require:

- A computer with reliable internet access
- Headset, microphone, and webcam
- Microsoft Office (or equivalent software)
- Access to CSDE's learning management platforms

### **Resources**

Students gain access to IVET's interactive online learning and assessment materials. Cairns SDE provides ongoing teacher-led support, regular check-ins, and progress monitoring to assist students with assessment completion.

### **Enrolment Information**

Applications open: Term 4, 2026

Course commencement: Term 1, 2027 (no later than Week 3)

Course duration: 1 years for each certificate with BSB20120 prerequisite to do BSB30120)

Course fee: Year one: BSB20120 is \$295.00 (current as of April 2026) – includes one certificate and transcript or one statement of attainment. Additional copies may incur a fee. Year two continuation to BSB30120 in \$65.00

Refunds: Once the students are enrolled there are no refunds.

Enquiries: [vet@cairnssde.eq.edu.au](mailto:vet@cairnssde.eq.edu.au)

### **Additional Information**

This course is available to students at a significantly reduced cost through the partnership between Cairns School of Distance Education and IVET Institute.

Students undertaking this adult qualification will gain essential employability, communication, and digital literacy skills applicable across a wide range of industries and future career pathways.

Please refer to the Cairns School of Distance Education Year 10, 11 & 12 Assessment Policy for further information.

### **Disclaimer**

All information is accurate at the time of publication and subject to change according to IVET Institute, ASQA, and QCAA training package updates.

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