

BSB30120 Certificate III in Business – UNIT CHOOSER FORM

[Full qualification = 6 Core Units + 7 Elective Units]

Trainee Name: _____

Date: _____

| CORE UNITS (6 Core Units to be ticked) | RPL or Credit Transfer (CT) or Study Unit – please tick your preference | | |
|---|--|--------------------------------|--|
| BSBCRT311 Apply critical thinking skills in a team environment | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBPEF201 Support personal wellbeing in the workplace | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBSUS211 Participate in sustainable work practices | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBTWK301 Use inclusive work practices | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBWHS311 Assist with maintaining workplace safety | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBXCM301 Engage in workplace communication | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| ELECTIVE UNIT CHOICES | | | |
| 7 units ONLY from selection below to be ticked: <ul style="list-style-type: none"> - At least 2 units must be selected from Group A - At least 1 unit must be selected from Group B - Remaining 4 units may be selected from any Group | | | |
| GROUP A - TECHNOLOGY (At least 2 units must be ticked) | | | |
| BSBTEC201 Use business software applications | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBTEC202 Use digital technologies to communicate in a work environment | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBTEC301 Design and produce business documents | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBTEC302 Design and produce spreadsheets | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBTEC303 Create electronic presentations | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBWRT311 Write simple documents | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| GROUP B – BUSINESS COMPETENCE (At least 1 unit must be ticked) | | | |
| BSBPEF301 Organise personal work priorities | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBSTR301 Contribute to continuous improvement | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| GROUP C – TEAMWORK AND RELATIONSHIPS | | | |
| BSBLDR301 Support effective workplace relationships | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBXTW301 Work in a team | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |

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| GROUP D – CUSTOMER AND CLIENT ENGAGEMENT | | | |
|--|---------------------------------|--------------------------------|--|
| BSBOPS304 Deliver and monitor a service to customers | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBOPS305 Process customer complaints | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| ICTSAS305 Provide ICT advice to clients (Information and Communications Technology) | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| SIRXCEG002 Assist with customer difficulties | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| GROUP E – BUSINESS ADMINISTRATION | | | |
| BSBFIN301 Process financial transactions | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBFIN302 Maintain financial records | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBHRM416 Process payroll | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBINS202 Handle receipt and dispatch of information | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBOPS301 Maintain business resources | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBOPS303 Organise schedules | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBPUR301 Purchase goods and services | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| GROUP F – MEDICAL ADMINISTRATION | | | |
| n.a | | | |
| GROUP G – RECORDS AND INFORMATION MANAGEMENT | | | |
| BSBINS302 Organise workplace information | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBINS303 Use knowledge management systems | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBINS307 Retrieve information from records | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBINS308 Control records | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| BSBINS309 Maintain business records | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |

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If you have already achieved alternative Elective Units through RPL, Credit Transfer or Study, please write/type those units below, include your Statement or Transcript in your email to us, and we will determine their eligibility for recognition towards this qualification.

Only 3 alternative Cert II, III or IV level Elective Unit substitutions are permitted and they must be relevant to this qualification.

| | | | |
|--|---------------------------------|--------------------------------|--|
| | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |
| | RPL <input type="checkbox"/> | CT <input type="checkbox"/> | Study Unit <input type="checkbox"/> |