

# Certificate III in Business Information for Candidates



The BSB30120 Certificate III in Business is a nationally recognised qualification which reflects the varied roles of individuals across different industry sectors, who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

## Student Handbook

Scouts Australia Institute of Training (SAIT) is the Enterprise Registered Training Organisation (RTO 5443) of Scouts Australia. Policies and practices of the Enterprise RTO can be located in the Student Handbook.



## Typical learning pathways

There are five defined learning pathways in Scouts Australia that provide learning and experiences that align closely and will provide most of your evidence towards meeting the requirements of the Certificate III in Business.

- Venturer Scouts complete the Queen's Scout Award
- Rover Scouts complete a minimum Milestone 2 in Rover Scouts or adult training
- Adult supporters obtain as a minimum Certificate of Proficiency and Gilwell woggle

## Assessment

**Be Prepared...**  
*for new adventure!*

Members of Scouts Australia do not incur additional costs to complete a qualification. Anyone who has sufficient evidence can apply for a Recognition of Prior Learning (RPL) assessment.

After enrolling you will;

1. Need to provide copies of the evidence that you are using for your RPL assessment.
2. After evidence is provided an Assessor will be assigned who will assess your evidence and work with you to address any gaps against the requirements of the qualification.

Upon successfully completing your assessment, you will receive a BSB30120 Certificate III in Business with a transcript listing the units of competency you have completed.

## Learning electives

There are a range of e-Learning modules at <https://training.scouts.com.au> that provide additional learning opportunities and evidence towards the Certificate III in Business.

- WHS for Scouting
- Being Inclusive
- Plan> Do> Review>
- Building Resilience
- Minimal Environmental Impact Practices
- Anger Management
- Assertiveness
- Communication
- Relationship Skills
- Managing Conflict
- Delegation
- Negotiation
- Bullying

## Additional evidence which may be requested

- Providing a copy of your Resume or Curriculum Vitae is usually very beneficial.
- Minutes from Unit / Group Council meeting/s
- Letter of recommendation or reference
- Copies of existing qualifications
- A copy of your Branch membership report
- RPL Assessment Tool Kit. If required this will be provided by your Branch Commissioner for Vocational Education and Training (VET) or your Assessor

## Qualification requirements

The Certificate III in Business requires the completion of thirteen (13) units of competency.

- Six (6) core units which everyone must complete, plus
- 7 elective units, of which:
  - 2 elective units must be selected from Group A
  - 1 elective unit must be selected from Group B
  - for the remaining 4 elective units they may be selected from the listed electives, or
  - if not listed, up to 3 units may be selected from a Certificate II, Certificate III or Certificate IV from this or any other currently endorsed Training Package qualification or accredited course.

The six (6) core units which everyone must complete are:

- BSBCRT311 Apply critical thinking skills in a team environment
- BSBPEF201 Support personal wellbeing in the workplace
- BSBSUS211 Participate in sustainable work practices
- BSBTWK301 Use inclusive work practices
- BSBWHS311 Assist with maintaining workplace safety
- BSBXCM301 Engage in workplace communication



**Certificate III in Business: Potential outcomes – Range of elective options (Assessor discretion advised)**

<b>Venturer Scout</b>	<b>Rover Scout</b>	<b>Youth Program Leaders</b>	<b>Program Support Leaders</b>	<b>Certificate III in Active Volunteering</b>
BSBDAT201 Collect and record data (Group A)	BSBDAT201 Collect and record data (Group A)	BSBDAT201 Collect and record data (Group A)	BSBDAT201 Collect and record data (Group A)	
BSBTEC202 Use digital technologies to communicate in a work environment (Group A)	BSBTEC202 Use digital technologies to communicate in a work environment (Group A)	BSBTEC202 Use digital technologies to communicate in a work environment (Group A)	BSBTEC202 Use digital technologies to communicate in a work environment (Group A)	
BSBWRT311 Write simple documents (Group A)	BSBWRT311 Write simple documents (Group A)	BSBWRT311 Write simple documents (Group A)	BSBWRT311 Write simple documents (Group A)	
BSBPEF301 Organise personal work priorities (Group B)	BSBPEF301 Organise personal work priorities (Group B)	BSBPEF301 Organise personal work priorities (Group B)	BSBPEF301 Organise personal work priorities (Group B)	BSBPEF301 Organise personal work priorities (BSBWOR301)
BSBSTR301 Contribute to continuous improvement (Group B)	BSBSTR301 Contribute to continuous improvement (Group B)	BSBSTR301 Contribute to continuous improvement (Group B)	BSBSTR301 Contribute to continuous improvement (Group B)	
		BSBOPS302 Identify business risk (Group B)	BSBOPS302 Identify business risk (Group B)	
	BSBPMG430 Undertake project work (Group B)		BSBPMG430 Undertake project work (Group B)	
BSBXTW301 Work in a team	BSBXTW301 Work in a team	BSBXTW301 Work in a team	BSBXTW301 Work in a team	
BSBPEF302 Develop self-awareness	BSBPEF302 Develop self-awareness			
	BSBLDR301 Support effective workplace relationships	BSBLDR301 Support effective workplace relationships	BSBLDR301 Support effective workplace relationships	
* BSBPEF202 Plan and apply time management	* BSBPEF202 Plan and apply time management	* BSBPEF202 Plan and apply time management		
	* CHCCOM002 Use communication to build relationships	* CHCCOM002 Use communication to build relationships	* CHCCOM002 Use communication to build relationships	CHCCOM002 Use communication to build relationships
* CHCDIV001 Work with diverse people	* CHCDIV001 Work with diverse people	* CHCDIV001 Work with diverse people	* CHCDIV001 Work with diverse people	CHCDIV001 Work with diverse people
		* CHCLEG001 Work legally and ethically	* CHCLEG001 Work legally and ethically	CHCLEG001 Work legally and ethically
* CHCVOL001 Be an effective volunteer	* CHCVOL001 Be an effective volunteer	* CHCVOL001 Be an effective volunteer	* CHCVOL001 Be an effective volunteer	CHCVOL001 Be an effective volunteer

- External electives have a preceding asterisk (\*).

## Where to from here?

**Be Prepared...**  
*for new adventure!*

By continuing to apply your learning and participating in what Scouting has to offer both youth and adult members you are able to work towards other Qualifications:

- The Certificate III in Business provides some credit enabling easier completion of:
  - CHC34015 Certificate III in Active Volunteering
- Participation in Gang Show or Showtime will provide you with evidence towards the
  - CUA20220 Certificate II in Creative Industries
  - CUA30220 Certificate III in Community Dance, Theatre and Events
- Participation and training in outdoor adventurous activities and training will provide you with evidence towards:
  - SIS20419 Certificate II in Outdoor Recreation
  - SIS30619 Certificate III in Outdoor Leadership

Continuing with Scout training in Wood Badge training and a broad array of leadership experiences available in Scouting will provide you with opportunities and evidence to complete further Qualifications:

- CHC44015 Certificate IV in Coordination of Volunteer Programs
- BSB40520 Certificate IV in Leadership and Management
- BSB40920 Certificate IV in Project Management Practice
- SIS40619 Certificate IV in Outdoor Leadership
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management
- SIS50519 Diploma of Outdoor Leadership
- BSB60420 Advanced Diploma of Leadership and Management
- BSB60720 Advanced Diploma of Program Management

The following webpage provides information for members to find out more about the Qualifications that are available, at no additional cost, from the Scouts Australia Institute of Training.

- <http://sait.scouts.com.au>

