



Community partnerships promoting...
enterprise, employment, education and training

RPL KIT for TEACHERS

Certificate III in Business

(BSB30112)

Contact Details

Worklinks Inc
PO Box 98, Caboolture QLD 4510

P: 5498 9601
F: 5498 9376
W: www.worklinks.com.au
E: training@worklinks.com.au

Overview

BSB30112 Certificate III in Business

This qualification has a total of 12 units of competency - one core and eleven elective units. Please refer to the information below and a full copy of all units, available on www.training.gov.au when developing your RPL application.

Seven of the 11 elective units must be chosen from the list shown in Table 1 below.

The remaining four may be selected from the elective units listed in Table 1, **or** from Table 2 on pages 4-5 of this overview.

N.B. Only 1 elective unit may be selected from a Certificate II qualification
(these are the units shaded in grey in Table 2)

Table 1

National Code	Unit of Competency Title	Core / Elective
BSBWHS302A	<i>Apply knowledge of WHS legislation in the workplace</i> Elements of Competency: 1. Determine the legal framework of WHS in the workplace 2. Contribute to activity that reflects WHS legislative requirements 3. Keep up-to-date with legislation and relevant publications	C
BSBDIV301A	<i>Work effectively with diversity</i> Elements of Competency: 1. Recognise individual differences and respond appropriately 2. Work effectively with individual differences	E
BSBFIA301A	<i>Maintain financial records</i> Elements of Competency: 1. Maintain daily financial records 2. Maintain general ledger 3. Monitor cash control	E
BSBITU302B	<i>Create electronic presentations</i> Elements of Competency: 1. Prepare to create presentation 2. Create presentation 3. Finalise presentation	E

BSBITU303A	<p><i>Design and produce text documents</i> Elements of Competency: 1. Prepare to produce word processed documents 2. Design word processed documents 3. Add tables and other data 4. Produce text documents</p>	E
BSBITU304A	<p><i>Produce spreadsheets</i> Elements of Competency: 1. Select and prepare resources 2. Plan spreadsheet design 3. Create spreadsheet 4. Produce simple charts 5. Finalise spreadsheets</p>	E
BSBITU306A	<p><i>Design and produce business documents</i> Elements of Competency: 1. Select and prepare resources 2. Design document 3. Produce document 4. Finalise document</p>	E
BSBITU309A	<p><i>Produce desktop published documents</i> Elements of Competency: 1. Prepare to produce desktop published documents 2. Set up desktop published document 3. Create desktop published document 4. Finalise desktop published document</p>	E
BSBWOR301B	<p><i>Organise personal work priorities and development</i> Elements of Competency: 1. Organise and complete own work schedule 2. Monitor own work performance 3. Coordinate personal skill development and learning</p>	E
BSBFLM303C	<p><i>Contribute to effective workplace relationships</i> Elements of Competency: 1. Seek, receive and communicate information and ideas 2. Encourage trust and confidence 3. Identify and use networks and relationships 4. Contribute to positive outcomes</p>	E

BSBFLM312C	<i>Contribute to team effectiveness</i> Elements of Competency: 1. Contribute to team outcomes 2. Support team cohesion 3. Participate in work team 4. Communicate with management	E
BSBFLM311C	<i>Support a workplace learning environment</i> Elements of Competency: 1. Encourage a learning environment 2. Encourage and promote learning of team and individuals 3. Identify opportunities for improvement	E
BSBWRT301A	<i>Write simple documents</i> Elements of Competency: 1. Plan document 2. Draft document 3. Review document 4. Write final document	E

Table 2

National Code	Unit of Competency Title	Core / Elective
BSBCMM201A	<i>Communicate in the workplace</i> Elements of Competency: 1. Gather, convey and receive information and ideas 2. Complete workplace documentation and correspondence 3. Communicate in a way that responds positively to individual differences	E
BSBITU202A	<i>Create and use spreadsheets</i> Elements of Competency: 1. Select and prepare resources 2. Create simple spreadsheets 3. Produce simple charts 4. Finalise spreadsheets	E
BSBITU203A	<i>Communicate electronically</i> Elements of Competency: 1. Implement procedures to send and receive electronic mail 2. Manage electronic mail 3. Collaborate online	E

BSBWOR202A	<p><i>Organise and complete daily work activities</i></p> <p>Elements of Competency:</p> <ol style="list-style-type: none"> 1. Organise work schedule 2. Complete work tasks 3. Review work performance 	E
BSBWOR203A	<p><i>Work effectively with others</i></p> <p>Elements of Competency:</p> <ol style="list-style-type: none"> 1. Develop effective workplace relationships 2. Contribute to workgroup activities 3. Deal effectively with issues, problems and conflict 	E
FNSACC301A	<p><i>Process financial transactions and extract interim reports</i></p> <p>Elements of Competency:</p> <ol style="list-style-type: none"> 1. Check and verify supporting documentation 2. Prepare and process banking and petty cash documentation 3. Prepare and process invoices for payment to creditors and for debtors 4. Prepare journals and batch monetary items 5. Post journals to ledger 6. Enter data into system 7. Prepare deposit facilities and lodge flows 8. Extract a trial balance and interim reports 	E
FNSACC302A	<p><i>Administer subsidiary accounts and ledgers</i></p> <p>Elements of Competency:</p> <ol style="list-style-type: none"> 1. Review accounts receivable process 2. Identify bad and doubtful debts 3. Review compliance with terms and conditions and plan recovery action 4. Prepare reports and file documentation 5. Distribute creditors invoices for authorization 6. Remit payments to creditors 7. Prepare accounts paid report and reconcile balances outstanding 	E

EVIDENCE TO BE PROVIDED WITH YOUR APPLICATION

RPL Evidence Matrixes

On receipt of your course fees and enrolment form (on pages 11 to 13 of this RPL kit), Worklinks will send to you the relevant **RPL Evidence Matrixes** for the core unit and the electives you have selected. RPL Evidence Matrixes **must be completed for all 12 units**.

The matrixes require you to indicate the evidence being submitted to demonstrate competency in each of the performance criteria, required skills and knowledge and critical aspects of assessment for each unit of competency. You are also required to provide an explanation of what you have done (eg workplace activities, tasks, projects, etc) to demonstrate competency, including on how many occasions and over what period of time.

Third party reports

Worklinks will also send to you the relevant **Third Party Reports** for the core unit and the electives you have selected. As part of this RPL process, a third party report **must be completed for all 12 units**.

Information needs to be included in each which supports your application – not just yes/no responses – and the third party reports must be **signed by your Principal** where indicated.

Letter signed by your Principal

In addition to the third party reports mentioned above, **an original letter must be provided on your school's letterhead, signed by your Principal**. The letter should outline:

- The list of competencies you are already delivering and assessing, if any, from this or a related VET qualification (by both code and name)
- The names of any subjects you are teaching at the school that include similar/the same content as some of the units for which you are applying for RPL (eg BCT etc.)
- The length of time you have been delivering/assessing the accredited VET and school subjects mentioned above
- A statement that the Principal believes you have the competencies to demonstrate RPL for the units for which you are applying
- Any other information you feel will support your application and help demonstrate competency.

Unit-specific evidence

Specific evidence is required for a number of the elective units as follows:

BSBITU302B Create electronic presentations - a **minimum of two electronic presentations** that demonstrate competency in the performance criteria. At least of the presentations must include a custom show as defined in the Range Statement for this unit of competency.

BSBITU303A Design and produce text documents – a **minimum of three text documents** using advanced software functions

BSBITU304A Produce spreadsheets – a **minimum of three spreadsheets (and two charts)** that demonstrate a range of data and organisational requirements. The spreadsheets must use software and automatic functions as defined in the Range Statement for this unit of competency.

BSBITU306A Design and produce business documents – a **minimum of three completed business documents**, using at least two software applications in the production of each document

BSBITU309A Produce desktop published documents – a **minimum of two desktop published documents** that demonstrate competency in the performance criteria

BSBWRT301A Write simple documents – a **minimum of three documents** that accurately convey information and demonstrate competency in the performance criteria

BSBITU202A Create and use spreadsheets – a **minimum of two spreadsheets (and charts)** using cell-based formulae and a range of spreadsheet functions

BSBITU203A Communicate electronically – sending and receiving **email with attached documents**

N.B. This evidence MUST be your own work and submitted in both hard and electronic copy.

Additional evidence

Additional evidence that **MUST** be provided is a **certified copy of your teacher qualification or registration with the Queensland College of Teachers**. If you have a copy of the units of competency you completed in your pre-service teaching course, these should also be included – a certified copy.

If you are demonstrating competency through private work, involvement in a club, etc. please include third party evidence of this eg a statement on the organisation's letterhead, including the name and contact details (phone and email if possible) of a person who can verbally confirm this involvement.

Finally, evidence of any relevant courses/PD you have undertaken should also be included – certified copies.

Include any other evidence you feel will support your application.

N.B. All certified copies must be certified by a JP or Commissioner of Declarations.

REMEMBER... the ability for us to grant you RPL depends on you providing us with sufficient evidence of your competency in all units!

Worklinks will provide you with a Certificate should you be able to demonstrate competency in all units that make up the qualification; or a Statement of Attainment if a full certificate is not obtained.

Putting your application together – steps to follow

1. Print off the **Enrolment Form** on pages 9 to 13 of this RPL kit. Complete all sections and return to Worklinks via email – training@worklinks.com.au – or post to PO Box 98, Caboolture QLD 4510.

Please ensure that you have completed the **Statutory Declaration** on the final page of the enrolment form and that it has been **signed by a Justice of the Peace/Commissioner for Declarations**.

Worklinks will forward to you/your school (as appropriate) a Tax Invoice. Please advise on the enrolment form to whom the tax invoice should be made out and provide an email and postal address for the recipient. The cost for RPL for Cert III in Business is **\$440 including GST**. Payment must be made before you can proceed further.

2. **Once payment has been received**, Worklinks will forward to you the RPL Evidence Matrixes and Third Party Reports for the units of competency for which you are seeking RPL.
3. **Post the following documents to Worklinks:**
 - Fully completed RPL Evidence Matrixes for all 12 units (refer to p6)
 - Fully completed Third Party Reports for all 12 units (refer to p6)
 - Original letter on school letterhead signed by your Principal (refer to p6)
 - Certified copy of:
 - your teaching qualification or Qld College of Teacher's registration
 - units completed in your pre-service course (if you still have them)
 - any other qualifications/certificates etc
 - letters, eg from organisations for whom you may do some related type of work
 - any other supporting evidence to support your application
 - Unit-specific evidence (refer to p6-7) – **remember to send an electronic copy of this evidence as well**

Please note:

- You will require a certified copy of your marriage certificate if your name is now different to what is on your qualifications, College of Teachers' registration, and other supporting evidence.
- You should retain a copy of what you post to Worklinks in case your mail goes astray – or send via registered mail which can be tracked.

ENROLMENT FORM

BSB30112 – Certificate III in Business

N.B. A separate enrolment form is required for each participant

FOR BILLING PURPOSES <i>Please complete this section if you are not paying for this course personally</i>	Organisation/School:		
	Contact name:		
	Contact phone:	Contact Email:	
	Mailing address:		
Name:			
Home Address: <i>Please indicate which address for certification</i>		Street/PO Box: Suburb: Post Code:	
Telephone:		Mobile:	
Facsimile:		Email:	
Country of birth*:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other – please specify	
Indigenous status*:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Neither	<input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander	
Are you computer literate and do you have a basic knowledge of computer software?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require any literacy/numeracy assistance?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualifications completed*:	<input type="checkbox"/> Bachelor Degree or higher <input type="checkbox"/> Advanced Diploma or Associate Diploma <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV <input type="checkbox"/> Other	Highest completed school level*: 9 / 10 / 11 / 12 In what year?	
			D.O.B.*:
Do you consider yourself to have a disability, impairment or long-term condition?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate against type in box:			
<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning		<input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Medical condition <input type="checkbox"/> Other	
* Information required for AVETMISS (National VET statistics only)			

UNITS OF COMPETENCY FOR WHICH RPL IS SOUGHT

Please tick the boxes below to indicate the units of competency for which you would like to seek RPL:

Please ensure that you have read the Overview on page 2 of this RPL kit and understand the packaging rules for Certificate III in Business. Only include 11 electives.

Unit Code	Unit Title
CORE UNIT	
<input type="checkbox"/> BSBWHS302A	Apply knowledge of WHS legislation in the workplace
ELECTIVE UNITS – Table 1 (N.B. you MUST choose at least seven of the 11 electives from this list)	
<input type="checkbox"/> BSBDIV301A	Work effectively with diversity
<input type="checkbox"/> BSBFIA301A	Maintain financial records
<input type="checkbox"/> BSBADM311A	Maintain business resources
<input type="checkbox"/> BSBITU302B	Create electronic presentations
<input type="checkbox"/> BSBITU303A	Design and produce text documents
<input type="checkbox"/> BSBITU304A	Produce spreadsheets
<input type="checkbox"/> BSBITU306A	Design and produce business documents
<input type="checkbox"/> BSBITU309A	Produce desktop published documents
<input type="checkbox"/> BSBWOR301B	Organise personal work priorities and development
<input type="checkbox"/> BSBFLM303C	Contribute to effective workplace relationships
<input type="checkbox"/> BSBFLM312C	Contribute to team effectiveness
<input type="checkbox"/> BSBFLM311C	Support a workplace learning environment
<input type="checkbox"/> BSBWRT301A	Write simple documents
ELECTIVE UNITS – Table 2 (N.B. only one Certificate II level unit can be selected – shaded in grey)	
<input type="checkbox"/> BSBCMM201A	Communicate in the workplace
<input type="checkbox"/> BSBITU202A	Create and use spreadsheets
<input type="checkbox"/> BSBITU203A	Communicate electronically
<input type="checkbox"/> BSBWOR202A	Organise and complete daily work activities
<input type="checkbox"/> BSBWOR203A	Work effectively with others
<input type="checkbox"/> FNSACC301A	Process financial transactions and extract interim reports
<input type="checkbox"/> FNSACC302A	Administer subsidiary accounts and ledgers

SELF ASSESSEMENT

Please complete the following self-assessment by indicating the competencies you are delivering and assessing and your level of experience in each competency. Remember whatever you tick will need to be backed up with supporting evidence.

Qualification Code and Title: **BSB30112 – CERTIFICATE III IN BUSINESS**

Candidate Name: _____

Qualifications Held: _____

Unit Code	Unit Title	I have performed these tasks in an industry/work context:		
		Frequently	Sometimes	Never
CORE UNITS				
BSBWHS302A	Apply knowledge of WHS legislation in the workplace			
ELECTIVE UNITS – Table 1				
BSBDIV301A	Work effectively with diversity			
BSBFIA301A	Maintain financial records			
BSBITU302B	Create electronic presentations			
BSBITU303A	Design and produce text documents			
BSBITU304A	Produce spreadsheets			
BSBITU306A	Design and produce business documents			
BSBITU309A	Produce desktop published documents			
BSBWOR301B	Organise personal work priorities and development			
BSBFLM303C	Contribute to effective workplace relationships			
BSBFLM312C	Contribute to team effectiveness			
BSBFLM311C	Support a workplace learning environment			
BSBWRT301A	Write simple documents			
ELECTIVE UNITS – Table 2				
BSBCMM201A	Communicate in the workplace			
BSBITU202A	Create and use spreadsheets			
BSBITU203A	Communicate electronically			
BSBWOR202A	Organise and complete daily work activities			
BSBWOR203A	Work effectively with others			
FNSACC301A	Process financial transactions and extract interim reports			
FNSACC302A	Administer subsidiary accounts and ledgers			

Candidate Signature: _____

Date: _____

EMPLOYMENT HISTORY

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time / Part Time / Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					

STATUTORY DECLARATION

QUEENSLAND

TO WIT

I,

of in the State of Queensland

do solemnly and sincerely declare that the work I have submitted for this qualification – Certificate III in Business – is my own original work and that the statements I have made in relation to it are true and correct.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

.....

Signature of declarant/deponent

Taken and declared before me at

this day of

A Justice of the
Peace/Commissioner for
Declarations.