


GETSET
EDUCATION

2027 Course Information

BSB30120 Certificate III in Business

Delivered under a third party arrangement with the student's school.

The students' school supports; student recruitment, delivers training and assessment and school-based support. Get Set Education (RTO Code 45252) manages enrolment, online learning resources, and assessment requirements.

Course Dates: Semester 1, 2027 to 31 December 2028

This Course Information document gives students and parents/guardians the key information they need before applying for the BSB30120 Certificate III in Business with Get Set Education.

It should be read together with the Get Set Education Student Handbook, which includes detailed information about student rights and responsibilities, fees and refunds, complaints and appeals, privacy, academic integrity, support, credit transfer and recognition of prior learning.

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Course snapshot

The key details at a glance

Area	Information
Qualification Details	
Qualification	BSB30120 Certificate III in Business
Training Product Status	Release 2, current as of 25 January 2022. Refer https://training.gov.au/training/details/BSB30120/qualdetails
Delivery mode	Blended face-to-face with online learning, delivered by a school based Trainer/Assessor and supported by online learning through aXcelerate.
Delivery location	Classes scheduled at the student's school. Class locations will be advised by the school.
Duration	18 months, including 60 study weeks and up to 18 weeks of school holidays

Area	Information
Face-to-Face class commitment	As per the student's school timetabled classes.
Independent study commitment	Approximately 12 hours per week outside face-to-face classes
Course commencement	Semester 1, 2027
Course completion date	31 December 2028
Course schedule	The current course schedule is available in section 10 of this document.
Certification	Get Set Education issues qualifications and statements of attainment to students who successfully meet the required outcomes.

Area	Information
Course Provider	
RTO	Get Set Vocational Education and Training Pty Ltd, trading as Get Set Education
RTO Code	45252
Postal Address	c/- Scarborough Business Centre P.O. Box 238, Scarborough Qld 4020
Phone	1300 446 448
Email	support@getset.edu.au

Information current at publication

This information is current at the time of publication and may be subject to change; Get Set Education will notify affected students as soon as practicable of any changes that may impact their training, assessment, fees, schedule, support services or qualification requirements.

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About the course

What students will learn and how the course works

The BSB30120 Certificate III in Business is a nationally recognised qualification designed to build practical workplace and business skills that can be used across many industries.

Business skills are useful almost everywhere, in part-time jobs, school projects, future careers, small business ideas, customer service, events, sport, creative projects and everyday work situations. This course helps students build confidence in how they communicate, organise their work, contribute to a team, create business documents, promote ideas and understand how workplaces operate.

Throughout the course, students explore practical business concepts and apply them to workplace-style scenarios. They may investigate business opportunities, develop and present business proposals, promote products and services, create business documents, consider personal wellbeing, support safe work practices and contribute to inclusive and sustainable workplaces.

Students do not need business experience before starting the course. This course is designed for students who are interested in business, communication, teamwork, organisation, marketing, entrepreneurship, administration or building skills that may support future study, work and everyday life.

Get Set Education's learning materials are developed specifically for high school learners, while still meeting the requirements of the nationally recognised qualification. Students work through age-appropriate examples, realistic workplace-style scenarios, structured templates and clear instructions designed to help them build confidence as they develop practical business skills.

Simulated business environment

Student's complete tasks that reflect workplace-style business activities, using realistic documents, scenarios, templates and processes. Instead of just learning about business, students get to practice everyday workplace skills such as communicating clearly, organising tasks, developing ideas, creating documents, working with others and solving problems in action.

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What students will study

12 units of competency

To achieve the BSB30120 Certificate III in Business, students must successfully complete 13 units of competency.

Core unit code	Core unit title
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

Elective unit code	Elective unit title
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBESB302	Develop and present business proposals
BSBPEF301	Organise personal work priorities
BSBESB301	Investigate business opportunities
BSBMKG434	Promote products and services
BSBESB404	Market new business ventures

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Course pathways

Where this course may lead

This course may support students who are interested in building practical business, communication and workplace skills that can be used across a range of future study and employment pathways.

The BSB30120 Certificate III in Business may be relevant for students interested in business, administration, customer service, office-based work, entrepreneurship, workplace communication, school-based traineeship opportunities or further VET study.

Business administration Build practical skills in workplace communication, organising tasks, writing simple documents and using business technology.	Customer service and office support Develop confidence with common workplace tasks, professional communication, teamwork and supporting everyday business operations.
Business ideas and promotion Explore business opportunities, product and service promotion, simple proposals and marketing new business ventures.	Workplace readiness Develop practical skills in teamwork, inclusive work practices, personal organisation, wellbeing, sustainability and workplace safety.

Completion of this qualification may also support further study or pathway options, depending on individual circumstances, provider requirements and entry requirements. Students should check requirements directly with the provider they are interested in.

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Is this course the right fit?

Suitability is reviewed before enrolment is confirmed

This course is designed for students who are interested in building practical business, communication and workplace skills that can be used across a range of future study and employment pathways.

The BSB30120 Certificate III in Business is suited to students who are interested in business, administration, customer service, office-based work, teamwork, business ideas, promotion, workplace communication or developing confidence with everyday workplace tasks.

Before enrolment is confirmed, student suitability is reviewed. This includes considering the student's interest in the course, school subject selection process, Language, Literacy, Numeracy and Digital skills, support needs and access to the technology required for learning and assessment.

To be considered for this course, students need to:

- have an interest in business, workplace skills or future study/employment pathways
- complete the school subject selection process
- complete the required LLND assessment before enrolment is accepted
- have parent/guardian permission if under 18 years of age
- have suitable access to a BYOD laptop and reliable internet
- attend timetabled classes at school
- complete learning activities and assessment tasks across the course
- be able to manage homework and independent study in line with other senior school subjects.

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LLN and Digital Capabilities Indicators

Completed before the online application

Before submitting an online application, students must complete an LLN Indicator and a Digital Capabilities Indicator. These checks help Get Set Education understand the student's starting point, whether the course is the right fit, and whether support may be needed.

LLN result	What this means
ACSF Level 2 or above	Meets entry level
ACSF Level 1	An Individual Support Plan may be considered
ACSF Level 0	Other study options may be more suitable at this time

Digital result	What this means
Score 7+ / 12	Meets entry level
Score 5 + / 12	Relevant digital support or micro-course activities may be provided
Score 1-4 / 12	Other study options may be more suitable at this time

Suitability advice

If a student does not currently meet the required level, Get Set Education will provide advice about whether the course is suitable or whether another pathway may be better at this time.

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Support and wellbeing

Course support, reasonable adjustment and wellbeing pathways

Get Set Education is committed to helping students access their learning and assessment fairly.

- trainer/assessor guidance during classes
- weekly or school holiday study support sessions
- support with aXcelerate access and navigation
- LLN Robot support resources, where relevant
- reasonable adjustments to assessment, where appropriate
- referral to external support services, where required

If LLN, digital literacy or other learning needs are identified, an Individual Support Plan may be developed by the student's school. The purpose of the plan is to identify reasonable support strategies that help the student participate in the course and work towards competency.

Students are encouraged to tell Get Set Education about any disability, learning need, medical consideration or support need they feel comfortable sharing. This helps Get Set Education liaise with the student's school and provide accurate advice about available support.

Wellbeing note

Get Set Education is not a crisis or clinical wellbeing service. If a student needs personal, mental health, medical or emergency support, in the first instance they should speak with a parent/guardian, school wellbeing contact, GP, counsellor or appropriate support service. Get Set Education can provide referral phone numbers, any costs associated with using any of those referral services is the student's responsibility.

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Technology requirements

What students need and what to expect

To complete this course, students must have regular access to:

Computer or laptop Running Windows 10+ (or macOS 11+) with a current web browser (Chrome recommended). A phone or tablet is not enough for completing assessments.	Reliable internet Students need internet access to view learning materials and submit assessment tasks, including for independent study outside timetabled lessons at school.
Headset capable For e-Learning tutorial videos and completing the LLN assessment.	Software access Microsoft Office (Word, Excel, PowerPoint) or compatible software, advised by the student's school.

Students are required to complete independent online learning through aXcelerate. This may include structured e-learning modules, videos, readings, templates and workplace-style documents, activities and assessment tasks.

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Independent study and assessment

How students keep moving through the course

In addition to face-to-face classes, students are expected to complete approximately 12 hours of independent study per week.

- reading course materials and watching course videos
- completing online learning activities
- researching business topics
- reviewing simulated workplace documents
- preparing and completing assessment tasks
- making improvements after trainer feedback

Assessment is completed through aXcelerate and may include written questions, projects, case studies, role plays, research tasks, reports, presentations and simulated workplace activities.

Assessment attempts

If a student is marked Not Yet Satisfactory, they will receive feedback and be provided an opportunity to resubmit. Get Set Education allows three assessment attempts. After three attempts, additional training, re-enrolment and/or a pro-rata fee may apply.

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Course schedule and progress

The current schedule is maintained by Get Set Education

Course schedule link

The current course schedule is available here: [S1-2027 Course Schedule](#). Students should review the schedule before applying and check it regularly during the course.

The course schedule provides the planned timing of units, learning activities, assessment due dates and key course milestones. Get Set Education may update the course schedule where required. If a change may affect students, Get Set Education will notify students as soon as practicable.

Students are expected to:

- attend timetabled classes (class attendance is monitored 80% attendance expectation)
- log in to aXcelerate regularly
- check course messages and announcements
- complete learning activities and assessments by the required dates
- respond to contact from the school based Trainer/Assessor and Get Set Education
- ask for help early if they are unsure or falling behind

Get Set Education may contact students, parents/guardians and, where relevant, the student's school about course progress, attendance, overdue work, support needs or important course updates.

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Credit Transfer and Recognition of Prior Learning

Existing learning may be recognised

Students may be eligible for Credit Transfer if they have already completed the same or equivalent units with another RTO or authorised issuing organisation. There is no charge to apply for Credit Transfer.

Students may also apply for Recognition of Prior Learning if they believe they already have the skills and extensive knowledge required for one or more units. Recognition of Prior Learning requires evidence and is assessed according to Get Set Education's RPL process.

If Credit Transfer or RPL is granted, the student's course duration or assessment requirements may change. More information is available in the [Student Handbook](#).

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Fees and payment options

Fee-for-service course

Fee type	Amount
Application Fee	\$49.00
Course Fee	\$300.00
Total	\$349.00

The total course fee is \$349.00. This includes a non-refundable \$49.00 application fee, which is collected when the online application form is submitted. The remaining \$300.00 course fee is payable after enrolment confirmation, using one of the payment options below.

The application fee is paid via Stripe on our website and attracts a Stripe processing fee of: Domestic Cards 1.7% + \$0.30 & International Cards 3.5% + \$0.30 (+ 2% if currency conversion is required).

Fees include

Training and assessment services, required learning materials, aXcelerate access and trainer/assessor support related to the course.

Additional costs may include

Stationery, computer/laptop and internet access, replacement certification documents, external support services and re-enrolment or additional training fees where applicable.

Parents/guardians can choose one of the following payment methods for the remaining \$300.00 course fee:

Option 1 - Upfront payment An invoice is issued by Get Set Education on commencement of the course, generally early February (or as soon as practical if the student starts after course commencement) for the full \$300.00. Payment is due within 14 days. How to make payment for Upfront payments: 1. Bank Transfer (no fees) 2. Stripe (fees as advised above)	Option 2 - 12 month payment plan Students, parents or guardians may choose to pay the course fees through a 12-month direct debit payment plan administered by Debit Success. This payment plan is an optional payment method. Where this payment option is selected, additional Debit Success fees and charges will apply. These fees and charges are payable directly to Debit Success, are set by Debit Success, and are not controlled by Get Set Education. Debit Success fees and charges may include establishment fees, transaction or service fees, failed payment fees, dishonour fees, or other fees outlined in the Debit Success Direct Debit Request Service Agreement. The current fee schedule and terms will be provided by Debit Success before the payment plan is established. Students, parents or guardians must review and accept those terms before direct debit payments commence.
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Please note: If direct debit payments are not up to date, access to the learning management system may be affected in accordance with the payment terms.

For detailed information about fees, withdrawals and refunds, students should refer to the Get Set Education [Fees and Refunds Policy](#).

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USI and how to apply

What students do next

Unique Student Identifier

Students must provide a valid Unique Student Identifier, known as a USI, before Get Set Education can issue a qualification or statement of attainment. Students can create or find their USI through the Australian Government USI system. <https://www.usi.gov.au/>

1 Complete the Application Pack received via email
Students complete the LLN and Digital Capabilities Indicators (LLND).

2 Submit the online application
Students complete the online application form, pay the \$49.00 application fee and provide the required information, including their USI. If the student is under 18, parent/guardian permission is required.

3 Receive suitability advice
Get Set Education reviews the LLND results and may provide advice to the students school contact who will discuss support options or other pathways available for senior schooling if LLND requirements are not met.

4 Receive enrolment confirmation & login credentials
Once the LLND requirements are complete and the online application has been reviewed, students and parents/guardians will receive:

1. A course confirmation email from Get Set Education advising the outcome of the LLND suitability review, along with a link to the Student Handbook.
2. Login credentials are usually provided 24 business hours prior to the student's first class, or as requested by the school-based Trainer/Assessor. If the course has already commenced, login credentials will be provided after the confirmation email.

Students must not commence the course prior to their first scheduled class.

5 Complete course induction
Induction covers course expectations, online learning, assessment, support, communication, student responsibilities and how to get help.

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Contact Get Set Education

Questions about the BSB50120 Diploma of Business

We are here to help.

Phone: 1300 446 448 | Email: support@getset.edu.au | Website: www.getset.edu.au