


Course Structure – 2025

COURSE DURATION

1 Year

|  | UNITS | TYPE | NOMINAL HOURS | WEEKS DELIVERY |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------|------------|---------------|----------------|
| BSBPEF101 | Plan and prepare for work readiness | Elective C | 20 | 2 |
| BSBPEF202 | Plan and apply time management | Core | 20 | 2 |
| BSBWHS211 | Contribute to health and safety of self and others | Core | 20 | 3 |
| BSBCMM211 | Apply communication skills | Core | 40 | 5 |
| BSBOPS201 | Work effectively in business environments | Core | 30 | 4 |
| BSBTEC201 | Use business software applications | Elective B | 60 | 7 |
| BSBTEC203 | Research using the internet | Elective B | 30 | 4 |
| BSBTEC202 | Use digital technologies to communicate in a work environment | Elective B | 20 | 2 |
| BSBCRT201 | Develop and apply thinking and problem solving skills | Elective A | 30 | 4 |
| BSBSUS211 | Participate in sustainable work practices | Core | 20 | 2 |
| TOTAL | | | 290 | 35 |



For schools wanting to customise the course content (choose different electives and/or imported units), you can find the available options (permissible substitutes) listed on the back of this document.

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 35-week delivery period.



REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

| In-class | 6 hrs | Homework | 2 hrs |
|----------|-------|----------|-------|
|----------|-------|----------|-------|



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy.

In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.




Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective or imported units, but not added - i.e. the total number of units cannot be increased. Please refer to qualification packaging rules for precise information on allowable course composition.

Additionally, at least one Elective A and one Elective B unit must be retained. A maximum of two imported units are allowed.

The core units (see reverse side) cannot be substituted and must be retained.

|  | UNITS | TYPE | NOMINAL HOURS |
|-----------------------------------------------------------------------------------|---------------------------------------------|------------|---------------|
| BSBPEF201 | Support personal wellbeing in the workplace | Elective A | 50 |
| BSBTEC101 | Operate digital devices | Elective B | 20 |
| BSBTWK201 | Work effectively with others | Elective C | 40 |
| BSBOPS203 | Deliver a service to customers | Elective C | 40 |

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.

All information provided is current at the time of print, however, is subject to change based on Training Package updates or changes made by the State Curriculum Authority. In the event of such changes, the actual course composition may vary from the above.

