

2023 Academic Timetable

BSB30120 – Certificate III in Business (52 Weeks)

Shift 1: Monday to Tuesday - 8:00am to 4:30pm and Wednesday - 8:00am to 12:00pm

Shift 2: Thursday to Friday - 8:00am to 4:30pm and Saturday - 8:00am to 12:00pm

Shift 3: Friday - 5:00pm to 9:00pm and Saturday - 12:15pm to 8:45pm, Sunday - 8:00am to 4:30pm

Shift 4: Monday to Thursday - 4:45pm to 10:00pm

Date (Week starting Monday)	Week	Unit of Competency
16-Jan-23	1	BSBCRT311 Apply critical thinking skills in a team environment
23-Jan-23	2	BSBCRT311 Apply critical thinking skills in a team environment
30-Jan-23	3	BSBCRT311 Apply critical thinking skills in a team environment
6-Feb-23	4	BSBPEF201 Support personal wellbeing in the workplace
13-Feb-23	5	BSBPEF201 Support personal wellbeing in the workplace
20-Feb-23	6	BSBSUS211 Participate in sustainable work practices
27-Feb-23	7	BSBSUS211 Participate in sustainable work practices
6-Mar-23	8	BSBTWK301 Use inclusive work practices
13-Mar-23	9	BSBTWK301 Use inclusive work practices
20-Mar-23	10	BSBTWK301 Use inclusive work practices
Term Break (3 Weeks)		
17-Apr-23	14	BSBXCM301 Engage in workplace communication
24-Apr-23	15	BSBXCM301 Engage in workplace communication
1-May-23	16	BSBXCM301 Engage in workplace communication
8-May-23	17	BSBXCM301 Engage in workplace communication
15-May-23	18	BSBXCM301 Engage in workplace communication
22-May-23	19	BSBWHS311 Assist with maintaining workplace safety
29-May-23	20	BSBWHS311 Assist with maintaining workplace safety
5-Jun-23	21	BSBWHS311 Assist with maintaining workplace safety
12-Jun-23	22	BSBTEC303 Create electronic presentations
19-Jun-23	23	BSBTEC303 Create electronic presentations
Term Break (3 Weeks)		
17-Jul-23	27	BSBWRT311 Write simple documents
24-Jul-23	28	BSBWRT311 Write simple documents
31-Jul-23	29	BSBWRT311 Write simple documents
7-Aug-23	30	BSBLDR301 Support effective workplace relationships
14-Aug-23	31	BSBLDR301 Support effective workplace relationships
21-Aug-23	32	BSBLDR301 Support effective workplace relationships
28-Aug-23	33	BSBTEC302 Design and produce spreadsheets
4-Sep-23	34	BSBTEC302 Design and produce spreadsheets
11-Sep-23	35	BSBTEC302 Design and produce spreadsheets
18-Sep-23	36	BSBTEC302 Design and produce spreadsheets
Term Break (2 Weeks)		
9-Oct-23	39	BSBOPS304 Deliver and monitor a service to customers
16-Oct-23	40	BSBOPS304 Deliver and monitor a service to customers
23-Oct-23	41	BSBOPS304 Deliver and monitor a service to customers
30-Oct-23	42	BSBOPS304 Deliver and monitor a service to customers
6-Nov-23	43	BSBOPS305 Process customer complaints
13-Nov-23	44	BSBOPS305 Process customer complaints
20-Nov-23	45	BSBOPS305 Process customer complaints
27-Nov-23	46	BSBPEF301 Organise personal work priorities
4-Dec-23	47	BSBPEF301 Organise personal work priorities
11-Dec-23	48	BSBPEF301 Organise personal work priorities
Term Break (4 Weeks)		