

2026 Academic Timetable



BSB30120 – Certificate III in Business (52 Weeks)

Date (Week starting Monday)	Week	Unit of Competency
12-Jan-26	1	BSBCRT311 Apply critical thinking skills in a team environment
19-Jan-26	2	BSBCRT311 Apply critical thinking skills in a team environment
26-Jan-26	3	BSBCRT311 Apply critical thinking skills in a team environment
2-Feb-26	4	BSBPEF201 Support personal wellbeing in the workplace
9-Feb-26	5	BSBPEF201 Support personal wellbeing in the workplace
16-Feb-26	6	BSBSUS211 Participate in sustainable work practices
23-Feb-26	7	BSBSUS211 Participate in sustainable work practices
2-Mar-26	8	BSBTWK301 Use inclusive work practices
9-Mar-26	9	BSBTWK301 Use inclusive work practices
16-Mar-26	10	BSBTWK301 Use inclusive work practices
Term Break (3 Weeks)		
13-Apr-26	14	BSBXCM301 Engage in workplace communication
20-Apr-26	15	BSBXCM301 Engage in workplace communication
27-Apr-26	16	BSBXCM301 Engage in workplace communication
4-May-26	17	BSBXCM301 Engage in workplace communication
11-May-26	18	BSBXCM301 Engage in workplace communication
18-May-26	19	BSBWHS311 Assist with maintaining workplace safety
25-May-26	20	BSBWHS311 Assist with maintaining workplace safety
1-Jun-26	21	BSBWHS311 Assist with maintaining workplace safety
8-Jun-26	22	BSBTEC303 Create electronic presentations
15-Jun-26	23	BSBTEC303 Create electronic presentations
Term Break (3 Weeks)		
13-Jul-26	27	BSBWRT311 Write simple documents
20-Jul-26	28	BSBWRT311 Write simple documents
27-Jul-26	29	BSBWRT311 Write simple documents
3-Aug-26	30	BSBLDR301 Support effective workplace relationships
10-Aug-26	31	BSBLDR301 Support effective workplace relationships
17-Aug-26	32	BSBLDR301 Support effective workplace relationships
24-Aug-26	33	BSBTEC302 Design and produce spreadsheets
31-Aug-26	34	BSBTEC302 Design and produce spreadsheets
7-Sep-26	35	BSBTEC302 Design and produce spreadsheets
14-Sep-26	36	BSBTEC302 Design and produce spreadsheets
Term Break (2 Weeks)		
5-Oct-26	39	BSBOPS304 Deliver and monitor a service to customers
12-Oct-26	40	BSBOPS304 Deliver and monitor a service to customers
19-Oct-26	41	BSBOPS304 Deliver and monitor a service to customers
26-Oct-26	42	BSBOPS304 Deliver and monitor a service to customers
2-Nov-26	43	BSBOPS305 Process customer complaints
9-Nov-26	44	BSBOPS305 Process customer complaints
16-Nov-26	45	BSBOPS305 Process customer complaints
23-Nov-26	46	BSBPEF301 Organise personal work priorities
30-Nov-26	47	BSBPEF301 Organise personal work priorities
7-Dec-26	48	BSBPEF301 Organise personal work priorities
Term Break (4 Weeks)		