

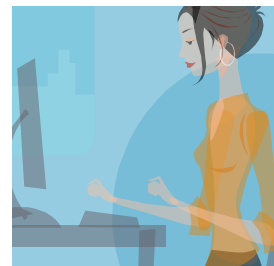
# Business Services

## Industry Curriculum Framework

(Refer also to Introductory Notes: HSC VET Industry Curriculum Framework Courses)

### Why study Business Services?

The business services industry provides clerical and administrative support to commerce, industry, government and the professions. Skills gained in this industry transfer to other occupations.



#### Working in the business services industry involves:

- customer (client) service
- organising information and records in paper and electronic forms
- teamwork
- using technologies
- creating documents

#### Samples of occupations students can aim for in the business services industry:

- ✓ payroll clerk/officer
- ✓ personal assistant
- ✓ personnel clerk
- ✓ project manager
- ✓ sales clerk/officer
- ✓ secretary



### Course description

This course is based on units of competency, which have been developed at a national level to describe the competencies, skills and knowledge required by workers in the industry.

Qualifications available to students in the Business Services Curriculum Framework comprise units of competency drawn from the following skill areas: information technology, communication, enterprise, technology, and finance.

**A school-based traineeship is available in this course, for more information:**

<http://www.sbatinnsw.info/>

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**Depending on competencies chosen, full or part qualifications from the Business Services Training Package (BSB07) will be available. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.**

The qualifications likely to be available through the Business Services Curriculum Framework are:

- Certificate II in Business BSB20107
- Transcript of Academic Record in Certificate II in Business BSB20107

The following additional qualifications may also be available for delivery by TAFE NSW or another training provider:

- Certificate III in Business BSB30107
- Transcript of Academic Record in Certificate III in Business BSB30107
- Transcript of Academic Record in Certificate III in Business Administration BSB30407
- Transcript of Academic Record in Certificate III in Business Administration (Legal) BSB31007
- Transcript of Academic Record in Certificate III in Business Administration (Medical) BSB31107
- Transcript of Academic Record in Certificate III in Frontline Management BSB31207

Information on possible outcomes will be available in the new Business Services Curriculum Framework syllabus, when it has been finalised. This will be found by visiting the VET Curriculum Frameworks page of the Board of Studies NSW website: [http://www.boardofstudies.nsw.edu.au/voc\\_ed/industry-curriculum-frameworks.html](http://www.boardofstudies.nsw.edu.au/voc_ed/industry-curriculum-frameworks.html)

## Recognition of Prior Learning

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.