



# Certificate III in Business Pathway for Leaders

Scouts Australia Institute of Training (SAIT) is a Registered Training Organisation (RTO 5443). The BSB30115 Certificate III in Business is a nationally recognised qualification which reflects the varied roles of individuals across different industry sectors, who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

## Typical Scouting pathway

Any member of Scouts Australia who has sufficient evidence can apply for Recognition of Prior Learning. Experiences and learning received by Leaders across Australia, has been mapped and aligns closely to the requirements of the Certificate III in Business. A typical pathway that enables collection of valid evidence for a new Leader is:

- Complete the Basic e-Learning modules;
- Collect all PDF Attachments and other resources downloaded and used from e-Learning;
- Complete the Basic Practical Supplement course; and
- Be assessed as proficient for the awarding of a Scout Certificate of Adult Leadership.

Be Prepared...  
for new adventure!

## Structure of the Qualification

The Certificate III in Business that can be achieved by completing your basic leader training, includes the following Units of Competency:



BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBFLM303	Contribute to effective workplace relationships
BSBINM301	Organise workplace information
BSBFLM312	Contribute to team effectiveness
BSBINN301	Promote innovation in a team environment
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
BSBCMM201	Communicate in the workplace
BSBFLM305	Support operational plan
BSBFLM311	Support a workplace learning environment
BSBFLM306	Provide workplace information and resourcing plans
BSBWOR404	Develop work priorities



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## How to turn your Basic Training into a Certificate III in Business

Contact your Branch to enroll with SAIT and complete your Certificate III in Business.

Branch	Email	Phone
ACT	<a href="mailto:admin@act.scouts.asn.au">admin@act.scouts.asn.au</a>	02 6282 5211
NSW	<a href="mailto:training@nsw.scouts.com.au">training@nsw.scouts.com.au</a>	02 9735 9013
NT	<a href="mailto:admin@nthq.scouts.com.au">admin@nthq.scouts.com.au</a>	08 8948 0994
QLD	<a href="mailto:training@scoutsqld.com.au">training@scoutsqld.com.au</a>	07 3721 5716
SA	<a href="mailto:training@sahq.scouts.com.au">training@sahq.scouts.com.au</a>	08 8130 6055
TAS	<a href="mailto:bhq.training@tas.scouts.com.au">bhq.training@tas.scouts.com.au</a>	03 6229 9385
VIC	<a href="mailto:training@vicscouts.asn.au">training@vicscouts.asn.au</a>	03 8543 9846
WA	<a href="mailto:training@scoutswa.com.au">training@scoutswa.com.au</a>	08 6240 7711



After completing your enrolment, a SAIT Assessor will be assigned to you and they will assess your evidence. They will more than likely have a conversation with you to gather further information about your experiences and may ask for further evidence or examples of your work

Upon successfully completing your Recognition of Prior Learning assessment, you will receive a Certificate III in Business.

You can find out more about the Certificate III in Business on the following webpage:  
<http://training.scouts.com.au/about-sait/CIII-BUS>

### Typical Evidence required:

- Completion of Candidate Assessment Tool Kit, which will be provided
- e-Learning Attachments
- Additional examples of your work from Scouting, such as long, medium and short term programs, camp programs, record books, notes to parents/care givers, minutes of meetings, budgets, Scoutsafe/Risk management plans, screen shots of messages/emails etc
- Additional examples may also be from other environments that you are involved with
- Research or presentation materials that you have prepared
- Copies of existing qualifications
- Your personal Resume