



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

BSB30112 CERTIFICATE III IN BUSINESS DELIVERY STRUCTURE

2015

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 27 January - 28 February

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic spreadsheets	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 02 March - 04 April

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 20 April – 23 May

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 25 May – 27 June

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 13 July – 15 August

BSBFLM303	Contribute To effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 17 August – 19 September

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 06 October – 7 November

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 09 November – 12 December

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

2016

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 25 January – 27 February

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 29 February – 02 April

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 18 April – 21 May

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 23 May – 25 June

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 18 July – 20 August

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 22 August – 24 September

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 10 October – 12 November

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 14 November – 17 December

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100



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2017

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 30 January – 04 March

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 06 March – 08 April

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 24 April – 27 May

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 29 May – 01 July

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 17 July – 19 August

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 21 August – 23 September

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 09 October – 11 November

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 13 November – 16 December

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

2018

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 22 January – 24 February

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 26 February – 31 March

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 16 April – 19 May

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 21 May – 23 June

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 16 July – 18 August

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 20 August – 22 September

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 08 October – 10 November

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 12 November – 15 December

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100



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2019

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 29 January – 02 March

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 04 March – 06 April

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 23 April – 25 May

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 27 May – 29 June

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 15 July – 17 August

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 19 August – 21 September

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 08 October – 09 November

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 11 November – 14 December

BSBFIA301	Maintain financial records	Elective	40
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	60
Hours			100

2020

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 28 January – 29 February

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 02 March – 04 April

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 20 April – 23 May

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 25 May – 27 June

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Core	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 13 July – 15 August

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 17 August – 19 September

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 06 October – 07 November

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 09 November – 12 December

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100



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2021

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 25 January – 27 February

BSBFLM303	Produce spreadsheets	Elective	60
BSBCMM301	Create electronic presentations	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 01 March – 03 April

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 19 April – 22 May

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 24 May – 26 June

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 19 July – 21 August

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 23 August – 25 September

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 11 October – 13 November

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 15 November – 18 December

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

2022

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 31 January – 05 March

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 07 March – 09 April

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 26 April – 28 May

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 30 May – 02 July

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 18 July – 20 August

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 22 August – 24 September

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 10 October – 12 November

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 14 November – 17 December

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100



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2023

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 30 January – 04 March

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 06 March – 08 April

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 24 April – 27 May

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 29 May – 01 July

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 17 July – 19 August

BSBITU309	Produce desktop published documents	Elective	60
BSBDIV301	Work effectively with diversity	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 21 August – 23 September

BSBFIA301	Maintain financial records	Elective	60
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 09 October – 11 November

BSBFLM303	Contribute to effective workplace relationship	Elective	60
BSBCMM301	Process customer complaints	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 13 November – 16 December

BSBWOR301	Organise personal work priorities and development	Elective	40
BSBCUS301	Deliver and monitor a service to customers	Elective	60
Hours			100

2024

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 22 January – 24 February

BSBITU304	Produce spreadsheets	Elective	60
BSBITU302	Create electronic presentations	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 26 February – 30 March

BSBITU303	Design and produce text documents	Elective	60
BSBITU301	Create and use database	Elective	40
Hours			100