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2025/2026 | SBAT | Compulsory VET in Schools Classes for Business

Qualification: BSB30120 Certificate III in Business

NESA Course Number: 26111 - 2 units x 2 years

HSC Exam Number: 26199

All classes are facilitated virtually using Microsoft Teams and accessed via the KTS Student Portal

Term 1 2025 | HSC Year 1

| Week | Date | Time | Topic |
|------|------------|-------------------|---|
| 3 | 10.02.2025 | 10:00am - 11:00am | Welcome & Introduction to Qualification |
| 4 | 17.02.2025 | 10:00am - 11:00am | Prep Assessment |
| 5 | 24.02.2025 | 10:00am - 11:00am | Prep Assessment |
| 6 | 03.03.2025 | 10:00am - 11:00am | BSBPEF201 Support personal wellbeing in the workplace |
| 7 | 10.03.2025 | 10:00am - 11:00am | BSBPEF201 Support personal wellbeing in the workplace |
| 8 | 17.03.2025 | 10:00am - 11:00am | BSBPEF201 Support personal wellbeing in the workplace |
| 9 | 24.03.2025 | 10:00am - 11:00am | BSBPEF301 Organise personal work priorities |
| 10 | 31.03.2025 | 10:00am - 11:00am | BSBPEF301 Organise personal work priorities |
| 11 | 07.04.2025 | 10:00am - 11:00am | RECAP & ALL TERM 1 UOC's DUE |

Term 2 2025 | HSC Year 1

| Week | Date | Time | Topic |
|------|------------|-------------------|--|
| 1 | 28.04.2025 | 10:00am - 11:00am | Welcome & Introduction to Term |
| 2 | 05.05.2025 | 10:00am - 11:00am | BSBXCM301 Engage in workplace communication |
| 3 | 12.05.2025 | 10:00am - 11:00am | BSBXCM301 Engage in workplace communication |
| 4 | 19.05.2025 | 10:00am - 11:00am | BSBXCM301 Engage in workplace communication |
| 5 | 26.05.2025 | 10:00am - 11:00am | BSBTEC201 Use business software applications |
| 6 | 02.06.2025 | 10:00am - 11:00am | BSBTEC201 Use business software applications |
| 7 | 09.06.2025 | 10:00am - 11:00am | <i>Public holiday – no classes scheduled</i> |
| 8 | 16.06.2025 | 10:00am - 11:00am | BSBTEC201 Use business software applications |
| 9 | 23.06.2025 | 10:00am - 11:00am | BSBTEC201 Use business software applications |
| 10 | 30.06.2025 | 10:00am - 11:00am | RECAP & ALL TERM 2 UOC's DUE |

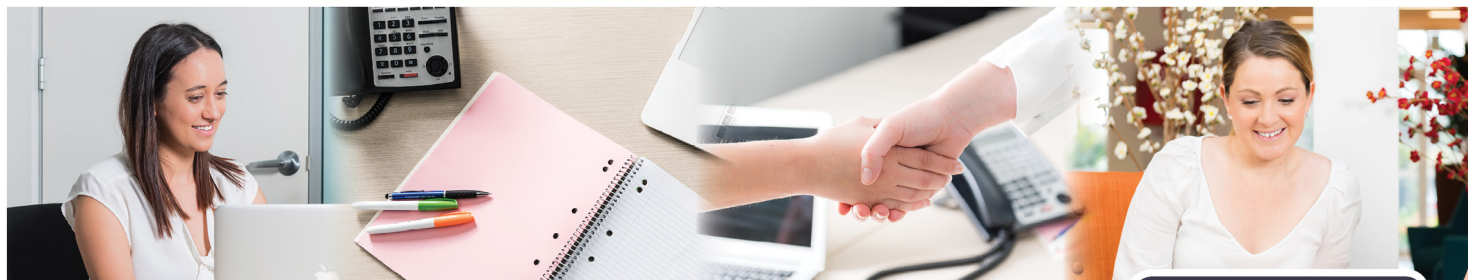
Occurrence ID: 59195

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Term 3 2025 | HSC Year 1

| Week | Date | Time | Topic |
|------|------------|-------------------|--|
| 1 | 21.07.2025 | 10:00am - 11:00am | Welcome & Introduction to Term |
| 2 | 28.07.2025 | 10:00am - 11:00am | BSBCRT311 Apply critical thinking skills in a team environment |
| 3 | 04.08.2025 | 10:00am - 11:00am | BSBCRT311 Apply critical thinking skills in a team environment |
| 4 | 11.08.2025 | 10:00am - 11:00am | BSBCRT311 Apply critical thinking skills in a team environment |
| 5 | 18.08.2025 | 10:00am - 11:00am | BSBSUS211 Participate in sustainable work practices |
| 6 | 25.08.2025 | 10:00am - 11:00am | BSBSUS211 Participate in sustainable work practices |
| 7 | 01.09.2025 | 10:00am - 11:00am | BSBSUS211 Participate in sustainable work practices |
| 8 | 08.09.2025 | 10:00am - 11:00am | BSBTWK301 Use inclusive work practices |
| 9 | 15.09.2025 | 10:00am - 11:00am | BSBTWK301 Use inclusive work practices |
| 10 | 22.09.2025 | 10:00am - 11:00am | RECAP & ALL TERM 3 UOC's DUE |

Term 4 2025 | HSC Year 1

| Week | Date | Time | Topic |
|------|------------|-------------------|---|
| 1 | 13.10.2025 | 10:00am - 11:00am | Welcome & Introduction to Term |
| 2 | 20.10.2025 | 10:00am - 11:00am | BSBWHS311 Assist with maintaining workplace safety |
| 3 | 27.10.2025 | 10:00am - 11:00am | BSBWHS311 Assist with maintaining workplace safety |
| 4 | 03.11.2025 | 10:00am - 11:00am | BSBWHS311 Assist with maintaining workplace safety |
| 5 | 10.11.2025 | 10:00am - 11:00am | BSBOPS201 Work effectively in business environments |
| 6 | 17.11.2025 | 10:00am - 11:00am | BSBOPS201 Work effectively in business environments |
| 7 | 24.11.2025 | 10:00am - 11:00am | BSBOPS201 Work effectively in business environments |
| 8 | 01.12.2025 | 10:00am - 11:00am | RECAP & ALL TERM 4 UOC's DUE |

Term 1 2026 | HSC Year 2

| Week | Date | Time | Topic |
|------|------------|-------------------|--|
| 3 | 9.02.2026 | 10:00am - 11:00am | Welcome & Introduction to Term |
| 4 | 16.02.2026 | 10:00am - 11:00am | BSBWRT311 Write simple documents |
| 5 | 23.02.2026 | 10:00am - 11:00am | BSBWRT311 Write simple documents |
| 6 | 02.03.2026 | 10:00am - 11:00am | BSBWRT311 Write simple documents |
| 7 | 09.03.2026 | 10:00am - 11:00am | BSBINS302 Organise workplace information |
| 8 | 16.03.2026 | 10:00am - 11:00am | BSBINS302 Organise workplace information |
| 9 | 23.03.2026 | 10:00am - 11:00am | BSBINS302 Organise workplace information |
| 10 | 30.03.2026 | 10:00am - 11:00am | RECAP & ALL TERM 1 UOC's DUE |

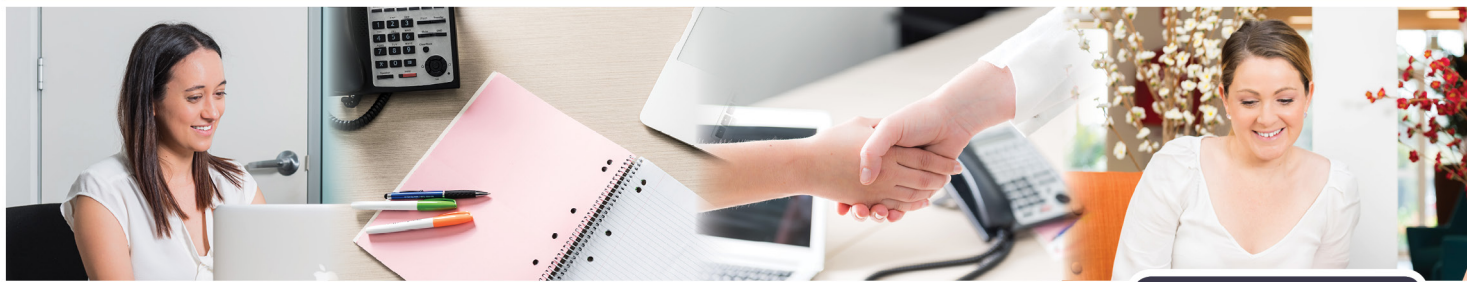
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| Term 2 2026 HSC Year 2 | | | |
|--------------------------|------------|-------------------|---|
| Week | Date | Time | Topic |
| 1 | 20.04.2026 | 10:00am - 11:00am | Welcome & Introduction to Term |
| 2 | 27.04.2026 | 10:00am - 11:00am | BSBINS303 Use knowledge management systems |
| 3 | 04.05.2026 | 10:00am - 11:00am | BSBINS303 Use knowledge management systems |
| 4 | 11.05.2026 | 10:00am - 11:00am | BSBINS303 Use knowledge management systems |
| 5 | 18.05.2026 | 10:00am - 11:00am | BSBTEC301 Design and produce business documents |
| 6 | 25.05.2026 | 10:00am - 11:00am | BSBTEC301 Design and produce business documents |
| 7 | 01.06.2026 | 10:00am - 11:00am | BSBTEC301 Design and produce business documents |
| 8 | 08.06.2026 | 10:00am - 11:00am | <i>Public Holiday – No class scheduled</i> |
| 9 | 15.06.2026 | 10:00am - 11:00am | Unit finalisation and submission |
| 10 | 22.06.2026 | 10:00am - 11:00am | Unit finalisation and submission |
| 11 | 29.06.2026 | 10:00am - 11:00am | RECAP & ALL TERM 2 / UOC's DUE |

Term 3 HSC Exam Preparation Study Sessions:

Prior to the commencement of the HSC exams, we invite students to join our virtual study sessions for further revision. These will be hosted in Term 3. Dates will be confirmed by KTS with the student and their school once HSC dates are released.

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Terms and Conditions

Eligibility to attend:

- Students must be completing a VET in Schools Course or be invited by the Education Compliance Coordinator to attend.

Non-attendance:

- In the case of students not arriving by the scheduled session start time, a notification will be sent via email to the student and their school contact.** Non-attendance will be recorded and reported to the Department / School as required under VET in Schools arrangement.
- To avoid causing concerns for the welfare and safety of participants, it is important that you make a call to KTS on **02 4353 7188** before the session, should you be running late or be faced with a genuine, unavoidable circumstance that prevents you from attending.

Work Placement Information:

- Work placement is a mandatory HSC requirement within the Business Services course. **Students are required to complete a minimum of 70 hours in a business services industry work environment.**
- School based trainees will meet this requirement through the on-the-job training component of their traineeship.
- Non-completion of work placement is grounds for withholding the HSC course, and an N determination may be awarded by the school.

Important Notes:

- It is **compulsory** that all students attend and engage in all scheduled classes.
- Contribution in class is monitored and noted** by facilitators and reported as part of the **course completion** and **student competency progression**. It is important that students professionally communicate, engage, and contribute ideas, suggestions and concerns, as these are all linked to applicable unit employability skills. **Students who do not engage in class will be marked as absent.**
- All assessment submissions must be completed in full prior to being uploaded. Incomplete submissions will be rejected and returned to the student to finalise and resubmit.
- End of Term submission due dates are non-negotiable.** Students who fail to submit work by these due dates will be at risk of a formal written warning, which is sent to the school contact.

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