

# INDUSTRY PATHWAYS PROGRAM SAMPLE STUDENT SACE PLAN



Government of South Australia  
Department of Education and  
Children's Services



## BUSINESS SERVICES

Sample 1

- SACE Completion
- Complete Cert II
- Partial Cert III

Year 10			SACE Credits	
School Subjects	Semesters	Stage 1 or 2	Stage 2	
School determined program – compulsory and choice subjects	10-12			
Personal Learning Plan (PLP)	1	10		
<b>Code</b>	<b>BSB20107 Certificate II Business</b>	<b>Nominal Hours</b>		
BSBITU201A	Produce simple word processed documents.	60		
BSBWOR204A	Use business technology.	20		

Year 11			SACE Credits	
School Subjects	Semesters	Stage 1 or 2	Stage 2	
Mathematics Pathways or other Mathematics subject	1	10		
English Pathways or other Literacy subject	2	20		
Choice (e.g. additional Mathematics)	2	20		
Choice: Workplace Practices (IWPS20) <i>Work placement for industry context*</i> Recommended 40 hours Structured Workplace Learning (SWL) for evidence for vocational learning assessment.	2	20		
<b>VET in the SACE - TOTAL NOMINAL HOURS = 320.</b> 70 nominal hours = 10 credits. Additional 40 SWL. Delivered by Teacher (VISA) and/or purchased from RTO.				
<b>Code</b>	<b>BSB20107 Certificate II Business</b>	<b>Nominal Hours</b>		
BSBOHS201A	Participate on OHS processes – CORE.	20	45 (includes Year 10 hours)	
BSBINM202A	Handle Mail.	20		
BSBCMM201A	Communicate in the work place.	40		
BSBIND201A	Work effectively in a business environment.	30		
BSBWOR202A	Organise and complete daily work activities.	20		
BSBWOR203A	Work effectively with others.	15		
BSBADM101A	Use business equipment and resources.	15		
BSMINM201A	Process and maintain workplace information.	30		
BSBITU202A	Create and use spreadsheets.	30		
BSBITU203A	Communicate electronically	20		

Year 12			SACE Credits	
School Subjects	Semesters	Stage 1 or 2	Stage 2	
Research Project	1		10	
Choice	2		20	
Choice: Workplace Practices (2WPS20) <i>Work placement for industry context*</i> Recommended 40 hours Structured Workplace Learning (SWL) for evidence for vocational learning assessment.	2		20	
<b>VET in the SACE - TOTAL NOMINAL HOURS = 80.</b> 70 nominal hours = 10 credits. Delivered by Teacher (VISA) and/or purchased from RTO.				
<b>Code</b>	<b>BSB30107 Certificate III Business</b>	<b>Nominal Hours</b>		
BSBITU301a	Create and use databases	15	30	
BSBITU304A	Produce spreadsheets	35		
BSBITU309A	Produce desktop published documents	50		
BSBITU303A	Design and produce text documents	90		
BSBINM301A	Organise workplace information	30		
		<b>Total VET hours</b> <b>540</b>	<b>Total SACE Credits</b> <b>205</b>	

The Year 11 Certificate II Business has often led to a SCHOOL BASED APPRENTICE– Certificate III Business or Certificate III Business Administration in year 12. The apprentice would spend one (1) day per week in training, one (1) day per week on-the-job and the balance at school.

In rural areas where a trainer may not be available, school based apprentices may spend two or three days/week at school and two days/week on the job. The trainer visits the student once a month.

**BUSINESS SERVICES**

Sample 2

SACE Completion  TAFE Entry   
Complete Cert II

Year 10		SACE Credits		
School Subjects	Semesters	Stage 1 or 2	Stage 2	
School determined program – compulsory and choice subjects	10-12			
Personal Learning Plan (PLP)	1	10		

Year 11			
School Subjects	Semesters	Stage 1 or 2	Stage 2
Mathematics Pathways or other Mathematics subject	1	10	
English Pathways or other Literacy subject	2	20	
Choice (e.g. additional Mathematics)	2	20	
Choice	2	20	
Choice: Workplace Practices (IWPS20) <i>Work placement for industry context*</i> Recommended 40 hours Structured Workplace Learning (SWL) for evidence for vocational learning assessment.	2	20	
<b>VET in the SACE - TOTAL NOMINAL HOURS = 320.</b> 70 nominal hours = 10 credits. Additional 40 hours SWL. Delivered by Teacher (VISA) and/or purchased from RTO.			
<b>Code</b>	<b>Certificate II Business BSB20107</b>	<b>Nominal Hours</b>	
BSBOHS201A	Participate on OHS processes – CORE.	20	
BSBINM202A	Handle Mail.	20	
BSBCMM201A	Communicate in the work place.	40	
BSBIND201A	Work effectively in a business environment.	30	
BSBWOR202A	Organise and complete daily work activities.	20	
BSBWOR203A	Work effectively with others.	15	
BSBADM101A	Use business equipment and resources.	15	
BSMINM201A	Process and maintain workplace information.	30	
BSBITU202A	Create and use spreadsheets.	30	
BSBSUS201A	Participate in environmentally sustainable work practices.	20	
		<b>3</b>	<b>30</b>

Year 12			
School Subjects	Semesters	Stage 1 or 2	Stage 2
Research Project	1		10
Choice	2		20
Choice	2		20
Choice e.g. Workplace Practices (2WCP20)	2		20
<b>VET in the SACE - TOTAL NOMINAL HOURS = 80.</b> 70 nominal hours = 10 credits. Delivered by Teacher (VISA) and/or purchased from RTO.			
<b>Code</b>	<b>Certificate II Business BSB20107</b>	<b>Nominal Hours</b>	
BSBITU201A	Produce simple word processed documents.	60	
BSBWOR204A	Use business technology.	20	
		<b>1</b>	<b>10</b>
	<b>Total VET hours 320</b>		<b>Total SACE Credits 200</b>

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In rural areas where a trainer may not be available, school based apprentices may spend two or three days/week at school and two days/week on the job. The trainer visits the student once a month.

**BUSINESS SERVICES**

Sample 3

SACE Completion  ATAR   
Complete Cert II

Year 10		SACE Credits	
School Subjects	Semesters	Stage 1 or 2	Stage 2
School determined program – compulsory and choice subjects	10-12		
Personal Learning Plan (PLP)	1	10	

Year 11			SACE Credits	
School Subjects	Semesters	Stage 1 or 2	Stage 2	
Mathematics Pathways or other Mathematics subject	1	10		
English Pathways or other Literacy subject	2	20		
Choice (e.g. additional Mathematics)	2	20		
Choice: Workplace Practices (IWPS20) <i>Work placement for industry context*</i> Recommended 40 hours Structured Workplace Learning (SWL) for evidence for vocational learning assessment.	2	20		
<b>VET in the SACE - TOTAL NOMINAL HOURS = 320.</b> 70 nominal hours = 10 credits. Additional 40 hours SWL. Delivered by Teacher (VISA) and/or purchased from RTO.				
<b>Code</b>	<b>Certificate II Business BSB20107</b>	<b>Nominal Hours</b>	3	30
BSBOHS201A	Participate on OHS processes – CORE.	20		
BSBINM202A	Handle Mail.	20		
BSBCMM201A	Communicate in the work place.	40		
BSBIND201A	Work effectively in a business environment.	30		
BSBWOR202A	Organise and complete daily work activities.	20		
BSBWOR203A	Work effectively with others.	15		
BSBADM101A	Use business equipment and resources.	15		
BSMINM201A	Process and maintain workplace information.	30		
BSBITU202A	Create and use spreadsheets.	30		
BSBSUS201A	Participate in environmentally sustainable work practices.	20		

Year 12			SACE Credits	
School Subjects	Semesters	Stage 1 or 2	Stage 2	
Research Project B	1		10	
Choice (TAS subject or Recognised Studies)	2		20	
Choice (TAS subject or Recognised Studies)	2		20	
Choice (TAS subject or Recognised Studies)	1		10	
Choice e.g. Workplace Practices (2WCP20)	2		20	
<b>VET in the SACE - TOTAL NOMINAL HOURS = 80.</b> 70 nominal hours = 10 credits. Delivered by Teacher (VISA) and/or purchased from RTO.				
<b>Code</b>	<b>Certificate II Business BSB20107</b>	<b>Nominal Hours</b>	1	10
BSBITU201A	Produce simple word processed documents.	60		
BSBWOR204A	Use business technology.	20		
		<b>Total VET hours 320</b>	<b>Total SACE Credits 200</b>	

The Year 11 Certificate II Business has often led to a SCHOOL BASED APPRENTICE– Certificate III Business or Certificate III Business Administration in year 12. The apprentice would spend one (1) day per week in training, one (1) day per week on-the-job and the balance at school.

In rural areas where a trainer may not be available, school based apprentices may spend two or three days/week at school and two days/week on the job. The trainer visits the student once a month. AFE delivery occurs) and three days (3) days per week at school.