

# Business Services VET

## Course description

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Business services is a broad sector covering workers in Australia who provide professional assistance to other businesses.

The sector is not aligned to a specific industry or profession. It represents a collection of job roles that require similar skills. Skill sectors include business operations and management, compliance and risk management, human resources, information management, leadership and management, legal services, marketing, project management, work health and safety.

Some 1.5 million individuals are employed in the sector across organisations of all sizes, in public private and social sectors. There is no unifying employer type and all operate very differently. As such, the skills needs of the business services sector are broad and diverse.

Technological and digital change and new ways of working are two key trends shaping the business services sector over the medium to long term. Learners entering the workforce must be well equipped with transferable skills that will enable them to transition across job roles and industries and have the right, future fit, skills. Training must be agile and flexible to meet continually evolving skills needs faced by industry

## Industry Curriculum Frameworks

Courses within Industry Curriculum Frameworks (Frameworks) count as Board Developed unit credit for the HSC. Frameworks include an HSC examination which provides the opportunity for students to have this HSC examination mark contribute to the calculation of their ATAR.

## Mandatory focus areas

- Customer service
- Financial records
- Innovation
- Safety
- Sustainability
- Working in the business services industry and workplace
- Workplace information

## Course requirements

Minimum work placement hours for Business Services HSC course (240 indicative hours) 70 hours.