



Certificate III in Business (BSB30120)

This is a program designed for workers in (or planning to enter) an office environment in commercial or professional settings who wish to develop skills and knowledge in the broad area of Business. It is an introductory level course perfectly suited to entry-level employees.

The qualification structure can be generic to allow for maximum flexibility (as shown below) or specialised in “streams” which can be selected to better suit business and learner requirements.

Program Structure

This qualification requires completion of 13 units of competency. The program is structured with the following industry suggested units.

1. BSBCRT311 Apply critical thinking skills in a team environment
2. BSBOPS304 Deliver and monitor a service to customers
3. BSBPEF201 Support personal wellbeing in the workplace
4. BSBPEF301 Organise personal work priorities
5. BSBSUS211 Participate in sustainable work practices
6. BSBTEC201 Use business software applications
7. BSBTEC301 Design and produce business documents
8. BSBTEC302 Design and produce spreadsheets
9. BSBTWK301 Use inclusive work practices
10. BSBWHS311 Assist with maintaining workplace safety
11. BSBWRT311 Write simple documents
12. BSBXCM301 Engage in workplace communication
13. BSBXTW301 Work in a team



Program Snapshot

Duration

- 10 to 12 months
- Learners with specific prior experience seeking refresher training may complete earlier



Delivery Methods

- via virtual classrooms, or
- in the workplace



using both face to face instruction and practical demonstrations and coaching in live and simulated environments.

Assessment Methods

- Written/Verbal Questions
- Workplace Practical/Simulation Tasks
- Observation of the learner carrying out work practices



Pre-requisites

- Candidates must be employed in a workplace that provides opportunity to practice and demonstrate skills.
- Employers must be willing to provide adequate time off normal duties to attend class and practice sessions
- LLN will be assessed prior to course commencement.



Resources Provided

- Reference Material
- Learner Activity Workbooks
- Assessment Workbooks
- Industry Forms and Templates



Costs

Fees vary according to method of delivery. State Government funding may be available for eligible individuals. Contact us to see if you're eligible for government funding.

