

BSB30120

Certificate III in Business



This qualification is suitable for individuals in a variety of business services roles who may provide technical advice and support to a team.

Employment Opportunities

The completion of this qualification is suitable for:

- Customer Service Representative
- Administrative Assistant

How is this course delivered?

Our courses are delivered through a range of flexible arrangements including on-the-job training, online learning and self-directed learning. We also offer Recognition of Prior Learning (RPL).

Jobs and Skills WA funded training (WA only)

Jobs and Skills WA is a WA Government program focused on providing training for skills areas and to help create new jobs for Western Australians. Australian College of Training is able to access funded training for eligible persons.

To find out if you are eligible contact us now on (08) 9472 6111.

Why study with Australian College of Training?

- We offer training across 8 different industry areas which allows us to customise training to suit a variety of job roles and employment situations.
- We have flexible training and study options to suit individual learner and employer needs.
- High quality, industry-experienced trainers and support staff are here to support training in all study modes.

Duration

12 Months

Traineeship

Yes

Apprenticeship

No

Cost (approx.)

Fee for Service - \$3100

Traineeship – \$1600

Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student services and resource fees

Other Business Qualifications

BSB30719 Certificate III in Work

Health & Safety

BSB40120 Certificate IV in Business

BSB50120 Diploma of Business

Talk to our training specialists today or visit

auscollege.edu.au

ABN 48 106 641 767

This document is current as at 3 May 2023



Qualification Outline

This qualification covers the skills and knowledge to prepare individuals with a broad range of general business skills.

To achieve BSB30120 Certificate III in Business, a total of **thirteen (13) units** must be completed, including:

- **Six (6) core unit, plus seven (7) elective units**

Elective Units

- Two (2) elective units must be selected from Group A
- One (1) elective unit must be selected from Group B
- The remaining four (4) units may be selected from Groups A to G

Unit Code	Core Units	Nominal Hours
BSBCRT311	Apply critical thinking skills in a team environment	45
BSBPEF201	Support personal wellbeing in the workplace	45
BSBSUS211	Participate in sustainable work practices	30
BSBTWK301	Use inclusive work practices	35
BSBWHS311	Assist with maintaining workplace safety	40
BSBXCM301	Engage in workplace communication	35
Group A – Technology		
BSBTEC301	Design and produce business documents	70
BSBTEC302	Design and produce spreadsheets	30
BSBWRT311	Write simple documents	30
BSBTEC303	Create electronic presentations	20
Group B – Business Competence		
BSBPEF301	Organise personal work priorities	30
Group C – Teamwork and Relationships		
BSBXTW301	Work in a team	35
Group D – Customer and Client Engagement		
BSBOPS304	Deliver and monitor a service to customers	50
SIRXPK001	Advise on products and services	25
Group G– Records and Information Management		
BSBINS302	Organise workplace information	20