

CERTIFICATE 3 GUARANTEE PROGRAM

BSB30120 - Certificate III in Business

Course Overview

Modern businesses are not just about boring paper jobs!

Start your exciting career and use this qualification to gain broad knowledge and practical skills to use across a range of business environments.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

Course Delivery

The BSB30120 - Certificate III in Business is delivered within 12 months.

Students can choose one of the following delivery options:

- **Classroom environment:** Weekly classroom sessions at our delivery locations; or
- **Flexible delivery:** Self-paced learning with one-on-one contact with a trainer.

Eligibility Criteria

The Certificate 3 Guarantee program has the following eligibility requirements:

- ☑ Be a permanent resident of Queensland aged 15 years or above; and
- ☑ No longer be at school (with the exception of VET in school students); and
- ☑ Not have completed or be enrolled in a Certificate III (or higher qualification), this does not include qualifications completed at school; and
- ☑ Be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.

AT A GLANCE:



Within 12 Months



**Classroom or
Flexible Delivery**



\$26[^]

CAREER OPPORTUNITIES:

- **Payroll Officer**
- **Customer Service Advisor**
- **Data Entry Operator**
- **Receptionist**
- **Customer Service Representative**



Proud to be a Queensland Government subsidised training provider





Course Requirements

To achieve a BSB30120 - Certificate III in Business, 13 units must be completed including 6 core units and 7 elective units.

Core Units (6 Units)

- BSBCRT311** Apply critical thinking skills in a team
- BSBPEF201** Support personal wellbeing in the workplace
- BSBSUS211** Participate in sustainable work practices
- BSBTWK301** Use inclusive work practices
- BSBWHS311** Assist with maintaining workplace safety
- BSBXCM301** Engage in workplace communication

Mandatory Elective Units (3 Units)

- BSBTEC302** Design and produce spreadsheets
- BSBWRT311** Write simple documents
- BSBPEF301** Organise personal work priorities

Electives (4 Units)

General Electives

- BSBOPS304** Deliver and monitor a service to customers
- BSBOPS305** Process customer complaints
- BSBOPS303** Organise schedules
- BSBINS302** Organise workplace information

Business Administration Specialisation

- BSBINS202** Handle receipt and dispatch of information
- BSBOPS301** Maintain business resources
- BSBOPS303** Organise schedules
- BSBPUR301** Purchase goods and services

Certificate 3 Guarantee Program

The Certificate 3 Guarantee program is funded by the Queensland Government and supports eligible individuals to complete their first post-school Certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

Aurora Training Institute is a Skills Assure supplier for the delivery of this Certificate III qualification. As you can only access the Certificate 3 Guarantee program funding once, it is important that you consider your training options carefully and ensure they align with your chosen career pathway.

As a condition of your enrolment, you will be required to complete a student training and employment survey within three months of finishing or discontinuing your training.

For more information on the Certificate 3 Guarantee program, including eligibility requirements, subsidy information, concessional student status and program related documents, visit <https://desbt.qld.gov.au/training/training-careers/incentives/certificate3>.

Student Contribution Fee ^

The Student Contribution Fee under the Certificate 3 Guarantee program is \$2 per unit and a total cost of \$26 (concessional and non-concessional). This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification and will be required to be paid before training commences.