



# Certificate 3 Guarantee Program

## BSB30120

### Certificate III in Business



Within 12 months



Classroom & Flexible Delivery



\$26\*



#### Modern businesses are not just about boring paper jobs!

Use this qualification to gain knowledge about the engine that drives the world, and then take your skills off the page and put them towards an exciting career!

#### 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.
- **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 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.

#### Career Pathways



Data Entry Operator



Receptionist



Customer Service Advisor



Payroll Officer

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## Certificate 3 Guarantee Program

# BSB30120

# Certificate III in Business

### Course Requirements

To achieve a BSB30120 - Certificate III in Business 13 units must be completed.

### Core units (6 units):

BSBCRT311	Apply critical thinking skills in a team environment
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

### Other Electives

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



### Business Administration Stream:

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

### Certificate 3 Guarantee Program

The Certificate 3 Guarantee Program 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 [www.desbt.qld.gov.au/training/providers/funded/certificate3](http://www.desbt.qld.gov.au/training/providers/funded/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.