



Apprenticeships and traineeships

BSB30120

Certificate III in Business



12 months



On the Job Delivery



Co-Contribution Fee



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 over 12 months. Trainers will deliver training on the job with regular workplace visits

Eligibility Criteria

To be eligible to receive subsidised training under the User Choice program you must:

- ✓ Be employed in an approved apprenticeship or traineeship
- ✓ Have entered a training contract for a qualification funded by the government
- ✓ Have selected a training provider that is a pre-qualified supplier a government-approved training provider such as Aurora Training Institute.

Career Pathways



Data Entry Operator



Receptionist



Customer Service Advisor



Payroll Officer

LET'S GET SOCIAL



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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):

BSBTEC201	Use business software applications
BSBWRT311	Write simple documents
BSBPEF301	Organise personal work priorities

Other Electives

Business

BSBINS302	Organise workplace information
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Hospitality

SITHFAB002	Provide responsible service of alcohol
SITHGAM001	Provide responsible gambling services
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXINV001	Receive and store stock
SITXINV002	Maintain quality of perishable items*

Sport and Recreation

SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
SISXCAI004	Plan and conduct programs

* Prerequisite is SITXFSA001 Use hygienic practices for food safety

Maximum of 3 units can be selected from another package plus any units from the electives list.

Elective units (4 units):

Business Administration Stream

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

Customer and Client Engagement Stream

BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
SIRXPDK001	Advise on products and services
SIRXCEG002	Assist with customer difficulties



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User Choice Program

Under the User Choice program, the Queensland Government provides a public funding contribution towards the cost of training for eligible Queensland apprentices and trainees.

Aurora Training Institute is a Skills Assure Supplier under this program for the delivery of this Certificate III qualification as a traineeship pathway for new and existing employees.

Students have only one opportunity for funding as an apprentice or trainee under the User Choice Program. Apprenticeships and traineeships completed whilst attending school are not counted.

For more information on the User Choice program visit the [Queensland Government](http://www.desbt.qld.gov.au/training) website at www.desbt.qld.gov.au/training.

Co-Contribution Fee

The Co-Contribution Fee under the User Choice program is dependent on the elective choice. Fees are paid at a rate of \$1.60 per nominal hour. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification.

The contribution fee may be paid on behalf of the student by their employer or a third party unrelated to Aurora Training Institute