

# 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 <sup>^</sup>

## CAREER OPPORTUNITIES

- Payroll Officer
- Customer Service Advisor
- Data Entry Operator
- Receptionist
- Customer Service Representative
- Records Clerk
- Administrative Assistant





## 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 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
- BSBXC301** 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 <sup>^</sup>

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.