

Career START - General Training

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.

Mode of delivery and training arrangements

The BSB30120 - Certificate III in Business is delivered within 6 months.

Students can choose one of the following delivery options:

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

Eligibility Criteria

The Career START Program has the following eligibility requirements:

- Be a permanent Queensland resident;
- Be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), or temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- Not currently be enrolled in a Qualification;
- Not have previously completed a certificate III or higher-level Qualification within the last 10 years for a general training pathway (qualifications completed as a school student, and foundation skills qualifications, do not count);
- Not exceed a maximum of two government-funded apprenticeships/traineeships within a 10-year period

Not eligible? Contact us on 1300 936 864 to discuss other options.

AT A GLANCE



Duration: 6 Months



**Classroom or
Online Delivery**



\$39



**Gold Coast
Toowoomba
Townsville**

Employability Skills

- Communication & interpersonal skills
- Health, safety & sustainability awareness
- Critical thinking & problem-solving



**For more information
scan here**





Course Requirements

To achieve a BSB30120 - Certificate III in Business, 13 units must be completed including 6 core units and either General OR Business Administration stream of 7 set elective units.

Core	
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

General Electives	
BSBPUR301	Purchase goods and services
BSBOPS303	Organise schedules
BSBPEF301	Organise personal work priorities
BSBWRT311	Write simple documents
BSBOPS305	Process customer complaints
BSBOPS304	Deliver and monitor a service to customers
BSBTEC201	Use business software applications

OR

Electives Business Administration Specialisation	
BSBPUR301	Purchase goods and services
BSBOPS303	Organise schedules
BSBPEF301	Organise personal work priorities
BSBWRT311	Write simple documents
BSBOPS301	Maintain business resources
BSBTEC302	Design and produce spreadsheets
BSBINS202	Handle receipt and dispatch of information

Career START – General Training

The Career Start Program is a Queensland Government initiative designed to equip job seekers and workers with the skills and support needed to build sustainable careers in priority and emerging industries.

This program aims to improve access to affordable, high-quality vocational education by offering low-cost Certificate III qualifications and free or subsidised apprenticeships and traineeships. It also expands access to essential foundation skills—such as language, literacy, numeracy and employability capabilities—ensuring individuals are job-ready and confident. Aurora Training Institute is a Skills Assure Supplier under this program for the delivery of this qualification.

Student Co-Contribution Fee

The Student Co-Contribution Fee under the Career START (General Training) Program is \$3.00 per unit and a total cost of \$39.00 (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 pay with training.

More information on this program, including eligibility requirements, subsidy information, concessional student status and program related documents, visit <https://www.qld.gov.au/education/training/funded/career-start>

For more information about how and when Co contribution fees are charged and collected, available student support services and assessment methods, please refer to the Student Handbook which is available on our website.

<https://aurora.edu.au/wp-content/uploads/2025/08/QLD ATI-Student-Handbook-V4.pdf>

