

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 | | OR | Electives Business Administration Specialisation |
|--------------------------|--|-----------|---|
| BSBPUR301 | Purchase goods and services | | BSBPUR301 Purchase goods and services |
| BSBOPS303 | Organise schedules | | BSBOPS303 Organise schedules |
| BSBPEF301 | Organise personal work priorities | | BSBPEF301 Organise personal work priorities |
| BSBWRT311 | Write simple documents | | BSBWRT311 Write simple documents |
| BSBOPS305 | Process customer complaints | | BSBOPS301 Maintain business resources |
| BSBOPS304 | Deliver and monitor a service to customers | | BSBTEC302 Design and produce spreadsheets |
| BSBTEC201 | Use business software applications | | 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-Contributed Fee

The Student Co-Contributed 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



NATIONALLY RECOGNISED
TRAINING