

Career START - School Based Apprenticeship and Traineeship (SATs)

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.

Mode of delivery and training arrangements

This qualification is delivered over 12 months.

- Training will be delivered on the job.

Eligibility Criteria

Eligible Students must meet the following criteria:

- are currently employed as a Queensland apprentice or trainee (under a registered training contract) in an eligible apprenticeship or traineeship Qualification through this Program;
- not currently be enrolled in a Qualification;
- not exceed a maximum of two government-funded apprenticeships/traineeships within a 10-year period.
- Students will be funded a maximum of two government funded apprenticeships/traineeships across the School-based Apprenticeships and Traineeships (SATs), Career Start and Career Boost Programs. The two apprenticeships/traineeships can be undertaken in this Career Start Program.
- Students can receive funding for only one apprenticeship or traineeship at a time. If two training contracts are registered at the same time, the contract with the earliest start date will qualify for funding, provided all other eligibility requirements are met.

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

AT A GLANCE



Duration: 12 months



On the job training



No fees

Career Opportunities:

- Records Clerk
- Administrative Assistant
- Data Entry Operator
- Receptionist



**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 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
BSBXCM301	Engage in workplace communication

Prescribed Elective Units (3 Units) (These are required)	
BSBTEC201	Use business software applications
BSBPEF301	Organise personal work priorities
BSBWRT311	Write simple documents

Other Electives

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

Hospitality (max of 3 units can be selected)	
SITHFAB021	Provide responsible service of alcohol
SITXFSA005 *	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITHFAB025	Prepare and serve espresso coffee
SITHGAM022	Provide responsible gambling services

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

Sports and Recreation	
SISXPLD002	Deliver recreation sessions

Medical	
HLTAID011	Provide First Aid
BSBMED301	Interpret and apply medical terminology appropriately
HLTINF006	Apply basic principles and practices of infection prevention
CHCCOM005	Communicate and work in health or community services

** SITXFSA005 is a prerequisite for SITHFAB025 prepare and serve coffee.*

Career START

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. Career Start places a strong emphasis on regional and remote inclusion, helping to deliver training where it is most needed across Queensland.

The program is purpose-built to strengthen workforce participation, address skill shortages, and create positive student outcomes by aligning training to real employment opportunities.

Student Co-Contribution Fee

When studying a School-based traineeship you are exempt from paying co-contribution fees under the Career START program whilst still at school but may be required to pay fees if the training contract is converted to full-time or part-time. Aurora Training Institute may advise you if exemptions apply.

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

