



BSB30120 Certificate III in Business

Course Overview

This qualification reflects the role of individuals in a variety of Business Services job roles. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

Benefits

This course provides the benefits of:

- Developing critical thinking skills
- Providing networking opportunities
- Providing increased credibility
- Developing communication and collaboration skills

Learning Outcomes

There are 13 units in this qualification – 6 core units and 7 elective units. The core units for this qualification are:

- BSBCRT311 – Apply critical thinking skills in a team environment
- BSBPEF201 – Support Personal Wellbeing in the Workplace
- BSBSU211 – Participate in Sustainable Work Practices
- BSBTWK301 – Use Inclusive Work Practices
- BSBWHS311 – Assist with Maintaining Workplace Safety
- BSBXCM301 – Engage in Workplace Communication

Electives may be chosen to align with job roles or cohort needs.

Course Duration

This course runs for twelve (12) months.



Career Opportunities

- General Clerk
- Human Resources Clerk
- Payroll Officer
- Data Entry Operator
- All areas where administration skills are required

This qualification is also offered as a traineeship. To access this qualification as a trainee you must be employed in a business or administration role and have signed a Traineeship contract.

Entry Requirements

There are no formal entry requirements for this course, although funding criteria may apply if it is available.

It is recommended that students have:

- Language, literacy and numeracy skills to a Year 10 level to be able to successfully complete self-paced learning components and assessments
- Access to a computer and the internet

All students must complete an LLN quiz as part of the course entry process. This will assist the College to determine the level of support you will need to successfully complete your learning.

Assessment

The assessment methods used for this course are a combination of questions, demonstrations, portfolios, projects and third party evidence.

Accreditation & Award

On successful completion of all 13 units of competency, you will be eligible to receive BSB30120 Certificate III in Business

Delivery Locations

We deliver this course in the South Coast region.

Fees, Funding and More Information

South Coast Community Colleges may have funding available for students. To find out more about the funding eligibility criteria, or to find out more about traineeships, please contact us on 02 4472 9202 or email admin@southcoastcolleges.edu.au

