



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
- BSBSUS211 Participate in sustainable work practices
- BSBTWK301 Use inclusive work practices
- BSBWHS311 Assist with maintaining workplace safety
- BSBXCM301 Engage in workplace communication

Elective may be selected to align with job roles or cohort needs.



Course Duration

This course runs for 12 months.

Career Opportunities

This course provides opportunities for employment in roles such as general clerk, Human Resources clerk, payroll officer, data entry operator and 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

Students must:

- participate in a course entry interview to determine suitability for the course and assist with determining potential student needs.
- have language, literacy, and numeracy (LLN) skill sufficient to complete the course, for example, to read materials relevant to the course, participate in discussions and roleplays and apply numerical concepts such as time management. Students will need reading skills to be able to read and interpret policies, procedures, and client documents. Students will need to undertake a short Language Literacy and Numeracy quiz prior to enrolment. This quiz will help us to determine the appropriate level of academic support that will be needed to support you to successfully complete training and assessment.

To access any potential funding, if it is available, students must be:

- at least 15 years of age;
- no longer at school;
- an Australian citizen, Australian permanent resident, Australian humanitarian visa holder or New Zealand citizen;
- living or working in NSW.

Assessment

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

Accreditation and Award

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

Delivery Locations

We deliver this course at Batemans Bay.

Fees, funding and more information

To find out more about this course or eligibility criteria for any potential funding, including traineeships please contact us on 02 4472 9202 or email admin@southcoastcolleges.edu.au.

