



BSB30120 Certificate III in Business

Course Overview

The BSB30120 Certificate III in Business is a nationally recognised training course designed to provide you with the skills, knowledge and information to help you develop a successful career in business.

The course will provide you with a range of practical skills and knowledge applicable across a range of industry sectors such as workplace health and safety, producing documents and presentations and working in a team environment.

Learn how to:

- Apply critical thinking skills in a team environment and use inclusive work practices
- Design and produce business documents and use business software applications
- Organise work priorities and respond to the service needs of customers and clients

Job Prospects for this qualification may include

- Receptionist
- Office Assistant
- Customer Service Representative
- Data Entry Operator
- Junior Personal Assistant
- Accounts Clerk

Entry requirements

There are no formal entry requirements for this course, however students are expected to have written and spoken English skills to the certificate level of the course, as well as access to the internet and a computer in order to enrol in this course.

To allow our trainers to support your learning, you will need to complete a student profile, including language, literacy and numeracy indicator before your enrolment application is accepted.

Trainerled Virtual Classrooms:

1 virtual classroom per week with morning or evening options available plus online learning. The course is delivered fulltime over 12 months or parttime over 24 months.

Funding Available. Students may be eligible for funding for this qualification via various State-based initiatives. Contact us to find out more about what may be available in your State.

Course Structure

Number of units required to be completed to obtain the qualification is thirteen (13).

Six (6) Core 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

Seven (7) Elective Units:

- BSBTEC301 Design and produce business documents
- BSBWRT311 Write simple documents
- BSBPEF301 Organise work priorities
- BSBTEC201 Use business software applications
- BSBOPS305 Process customer complaints
- BSBXDB301 Respond to the service needs of customers and clients
- BSBCMM211 Apply communication skills

Register Your Interest

Ready to apply or want to refer someone? Click [here](#) to begin your application.

AQF Certification Outcome

Only students who successfully complete all required units of competency will be issued with an AQF certificate III qualification. Students who complete one or more units, but do not complete the whole qualification will be issued with a statement of attainment for the completed units only.

Recognition of Prior Learning (RPL) and Credit Transfers (CT)

Recognition of prior learning (RPL) is a process that assesses a student's competency - acquired through formal and informal learning - to determine if students meet the requirements for a unit of study. Students with previous skills, knowledge or experience are entitled to apply for RPL for a full qualification or individual units of competency. Students will be required to produce evidence and undertake assessment as part of the RPL process.

If students have previously completed a unit/s of competency and can provide valid evidence of AQF certification (issued by an RTO), they are eligible to apply for a credit transfer and would not be required to undertake further study for the unit.

Unique Student Identifier

It is mandatory for all students undertaking Nationally Recognised Training in Australia to have a USI, Unique Student Identifier.

You will need your USI in order to apply to enrol for training. Visit www.usi.gov.au for more information.

Referrals

If you would like to refer yourself or a customer, please use the form below. You may be required to submit forms of identification pending the funding requirements.

Study with Max Solutions RTO

We deliver training across a range of levels, with a focus on understanding each student's goals and helping them choose the right course to get there.