



BSB30120

Certificate III in Business

QLD – Certificate 3 Guarantee Program (Government Funding)

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Course Features

- Flexible Delivery
- Nationally Recognised Qualification
- Industry Experienced Trainers
- Opportunity to develop skills

Possible Employment Outcomes

- Administration assistant
- Information Officer
- Customer Service Officer
- Clerical Officer

Entry Requirements

- Suitable Language and Numeracy Skills
- A Working with Children Check (Blue Card)
- A Unique Student Identifier (USI)
- Pay a Co-Contribution Fee:
 - \$13 (Concessional - \$1 / Unit)
 - \$26 (Non-concessional - \$2 / Unit)

Course Details

- Duration: One year
- Delivery: 26 weeks Online via Zoom
One Day per Week
- Location: Beenleigh, Online
Contact us to confirm current classes

Certificate 3 Guarantee Program (Government Funding)

The C3G program supports eligible individuals to complete their first post-school Certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

Eligibility Requirements

- 15 years of age or over and no longer at school
- A Queensland permanent resident
- An Australian or New Zealand citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency
- Not hold and not be enrolled in a Certificate III or higher-level qualification
(Certificate III qualifications completed whilst at school will not exclude you from accessing this funding)



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Unit Summary

Total number of units = 13

6 core units

7 elective units

Core Unit

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 Units

BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBPEF301	Organise personal work priorities
BSBXTW301	Work in a team
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
BSBINS302	Organise workplace information





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Certificate 3 Guarantee Program – Additional Information

- If you meet the eligibility requirements for accessing the Certificate 3 Guarantee funding, you should be aware that after participating in this program you will not be able to access this funding again. Students who are not eligible for the Certificate 3 Guarantee Program can still undertake the course at a fee for service price. Payment Plans are available. Please contact us if you require a payment plan
- Within three months of completing your program you will be asked to complete a survey to track your satisfaction with this program and any employment outcomes.
- Download the Queensland Department of Education Certificate 3 Guarantee Program Student Fact Sheet from: <https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf>

Credit Transfer or Recognition of Prior Learning (RPL)

- Recognition of Prior Learning (RPL) is a method of assessing your current skills and knowledge that may have been acquired through formal training and/or via informal learning such as work experience. Credit Transfer (CT) is the recognition of your formal training completed through another registered training organisation (RTO). Contact us if you are applying for Recognition of Prior Learning or Credit Transfer

Additional Course Information

- **Trainer** - This course offering will be delivered by Academy of Training (RTO #91215), in some cases with the assistance of our pre-approved training partners. Your Trainer will be experienced and accredited, both as a Trainer and an industry practitioner. They will be dedicated to providing you with skills and knowledge that will be valued by prospective employers, helping you gain employment.
- **Resources** - You will not be required to purchase or own any additional materials or equipment to complete the Face to Face component of the program - all training and assessment materials are provided. At the student's own cost, you will be required to purchase an AOT work placement uniform.
- **Support Service** - You will have access to your Trainer throughout the program for any educational support. You will also be screened in terms of language, literacy and numeracy (LLN) levels coming into the program and be supported in those areas according to your individual needs. Where we cannot provide sufficient support, you will be referred to a suitable program to develop those skills.
- **More information** - Download the Student Handbook from the AOT website to ensure you are fully informed of all relevant AOT policies, procedures and course information prior to your enrolment.
- **Contact us** - If you have further questions, please contact us on any of the details below.

