



BSB30120

Certificate III in Business Fee for Service

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 Unique Student Identifier
- A computer or laptop with internet access

Course Fees – Full Price

- Student Fee: \$3500
- Payment Plans available: 3 months / 6 months

Course Details

- Duration: One year
- Delivery: 26 weeks Online via Zoom
One Day per Week
- Location: Online

Contact us to confirm current classes





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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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Course Information

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

Blue Card Application

To complete a work placement in child care-related work, you will be required to complete a Working with Children check (Blue Card). Application for checks are at the student's cost.

QLD Blue Card Application - <https://www.bluecard.qld.gov.au/>

NSW Working With Children Check - <https://www.ccwcheck.nsw.gov.au/Applicants/Application>

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 qualified, 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.

Training Method - Training is delivered online in small groups to ensure you have plenty of interaction with your trainer. There will also be additional reading that you will be required to complete out-of-class.

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.

