

Course Information

BSB30120 - Certificate III in Business

ASQA Approved: Yes

Recognised Australia wide: Yes

Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Duration

The time frame to deliver this course is 12 months – 24 months.

Delivery Location/Mode

Using an online resource and with extensive support from your personal trainer

Career Opportunity

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Payroll Officer
- Customer Service Advisor
- Data Entry Operator
- Receptionist
- Customer Service
- Representative
- Records Clerk
- Administrative Assistant

Entry Requirements

There are no pre-requisite training requirements for enrolment into the BSB30120 - Certificate III in Business. The recommended minimum age of learners on enrolment will vary between the different student cohorts but should not be less than 15 years of age.

Pathways to Further Study

If you successfully complete this qualification, you could continue your studies in higher level business qualifications within the VET or university sectors.

Qualification Outline: BSB30120 - Certificate III in Business - Fee for Service

Name of Qualification: Certificate III in Business

National Course Code: BSB30120

Packaging Rules: 13 units including 6 core & 7 electives.

Commencement: Enrol Anytime

Locations: Queensland

Recognition: Nationally Recognised Training

Duration Study Load: 12 months – 24 months

Entry Requirements:

- Be aged 15 years or older (no longer at school)
- Be an Australian/New Zealand citizen, Australian/New Zealand permanent resident
- Must hold a visa that allows domestic study
- Language, Literacy and Numeracy requirements

Qualification Name	Course Code	Number of Units	Administration Fee	Resource Materials Fee	Cost per Unit	Total Cost
Certificate III in Business	BSB30120	13	\$200	\$275	\$150	\$2425

Rise Education and Training is offering a promotional sale for the Course Fee from 1st February 2023 to 31st December 2023, the following Course Fees apply:

**All the Fee for Service Students will be discounted 50% of all units' Fee from the Full Course Fee.*

Course Name	Total Course Full Fee	Discounted 50% of Units Fee
CHC30121 Certificate III in Early Childhood Education and Care	\$2425	\$1450

*The above fees include \$200 Administration Fee and \$275 Resource material Fee

COURSE OUTLINE

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

ELECTIVES

- BSBWRT311 Write simple documents
- BSBTEC201 use business software applications
- BSBOPS303 Organise schedules
- BSBPEF301 Organise personal work priorities
- BSBOPS301 Maintain Business resources
- BSBPUR301 Purchase goods and services
- BSBINS202 Handle receipt and dispatch of information

The elective unit options listed represent Rise Education and Training approved elective unit options offered. This is a reduced list from the qualification packaging rules specified electives list. If you would like an elective unit that is not included in this list, please speak to your Trainer/Assessor.