

BSB30120 CERTIFICATE III IN BUSINESS

ABOUT THE COURSE

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. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge.

COURSE REQUIREMENTS

DOMESTIC STUDENTS

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisite or any other training package entry requirements to enrol in this course.

INTERNATIONAL STUDENTS

English requirements:

- Must have an IELTS score of 6.0 or
- Must have a TOEFL iBT score of 64 or
- Must have a PTE Academic score of 50 or
- Must have a Cambridge English Advanced (CAE) score of 169 or
- Must have an OET score of at least B for each component
- Must be 18 Years or older
- Completed Australian year 12 or equivalent

DURATION

- Domestic: 52 weeks
- International: 52 weeks

Please see over for Units of Study



TRAINING DELIVERY

- Classroom delivery: Face to face training
- Virtual Classroom Delivery: Theory delivery via zoom & Face to Face practicals as required in the qualification

CONTACT US

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UNITS OF STUDY

Students will need to complete **13 Units** of Competency, consisting of **6 Core** and **7 Elective** units;
(NB: Elective units will be selected for delivery by ETEA and are subject to change to meet client and industry requirements)

CORE	
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	
BSBOPS303	Organise schedules
BSBHRM416	Process payroll
BSBINS202	Handle receipt and dispatch of information
BSBOPS301	Maintain business resources
BSBPUR301	Purchase goods and services
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets

RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply to recognise your prior learning, work experience and course work towards this qualification. Detailed information is available on the ETEA website www.etea.edu.au

FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at www.etea.edu.au

GOVERNMENT FUNDING

You may be able to access government funding if you meet the eligibility criteria. To check if you are eligible visit www.etea.edu.au

FURTHER INFORMATION

Visit our website or contact your closest office for further information.

www.etea.edu.au



NATIONALLY RECOGNISED
TRAINING