

BSB30120 CERTIFICATE III IN BUSINESS

RELEASE 2 - 25/01/2022



COURSE INFORMATION

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.



This qualification is typically delivered over a duration of 4-6 months.



Upon completion of this qualification, students are eligible to apply for roles such as:

- Office Assistant
- Receptionist
- Accounts Clerk
- Customer Service Adviser



This course is delivered using digital technology and requires students to have an intermediate level of digital literacy to be able to participate fully in the program.



"ASH is a reputable learning facility with trainers that demonstrate great support throughout training sessions".

KARLA
BSB30120 - Certificate III in Business.

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UNITS OF COMPETENCY



The successful completion of this qualification requires competency to be achieved in 13 units comprising of six (6) core units and seven (7) elective units.

Unit Code	Unit Name
BSBCRT311	Apply critical thinking skills in a team environment (C)
BSBPEF201	Support personal wellbeing in the workplace (C)
BSBSUS211	Participate in sustainable work practices (C)
BSBTWK301	Use inclusive work practices (C)
BSBWHS311	Assist with maintaining workplace safety (C)
BSBXCM301	Engage in workplace communication (C)
BSBTEC301	Design and produce business documents (E)
BSBTEC302	Design and produce spreadsheets (E)
BSBPEF301	Organise personal work priorities (E)
BSBWRT311	Write simple documents (E)
BSBTEC303	Create electronic presentations (E)
BSBTEC201	Use business software applications (E)
BSBXTW301	Work in a team (E)

KEY: (C) denotes a core unit and (E) denotes an elective unit.

CAREER OPPORTUNITIES

Upon completion, students could be eligible to apply for roles such as:

- Office Assistant
- Receptionist
- Accounts Clerk
- Customer Service Adviser

IMPORTANT INFORMATION

DURATION

This qualification is typically delivered over a duration of 4-6 months.

DELIVERY

The training is conducted by a qualified, industry current, trainer and assessor to ensure the learning is relevant and up to date. This training will take place in a virtual classroom environment using face-to-face training methods via digital technology. Intakes are scheduled throughout the year.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification, although applicants will need to undertake an LLN assessment.

Additionally, students will need access to the following:

- Computer/Laptop/Tablet
- Internet access with streaming capability
- Access to Microsoft Office Suite

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FEES & FUNDING



Government funding is available for this course. In order to be eligible for funding, students must meet all selection criteria as outlined by the Queensland Government. For more information, please visit:

<https://ash.edu.au/funding-fees/>

Concession: \$13.00

Non-Concession: \$26.00

Full-Fee: \$4,000.00

To confirm your eligibility, please contact us.

*Student Tuition Fees are indicative only and are subject to change based on individual circumstances.

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BUSINESS

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