



Certificate III in Business BSB30120

About the course

This course will provide a sound knowledge and skill base for your business and administrative career. You will gain a broad range of skills which includes using computer applications, customer service, creating business documentation, as well as working effectively within a team. This course can be delivered as both part of a traineeship or as a non-trainee.

Who should attend?

Existing administrative staff and those wishing to upskill to provide administrative or operational work support.

Possible job roles could be	Assessment	Possible Delivery Modes
<ul style="list-style-type: none"> ○ Receptionist ○ Office administrator ○ Administration assistant ○ Accounts payable and receivable clerk ○ Data entry operator ○ Junior personal assistant 	<p>Assessment is ongoing during the program and includes undertaking workplace specific activities. The assessments consist of Q&A, project, practicals, and observations. This is completed partially within the classroom with an expectation of approximately additional 3 hours per week of self-paced study.</p>	<p>Delivery for this course is available in multiple modes.</p> <p>Our preferred and most popular deliver mode:</p> <p><u>Virtual Classroom:</u> 3 hour classes every 3 weeks, with a trainer and other students. Requires logging into the virtual classroom platform.</p>
<p>Recognition of Prior Learning (RPL)</p> <p>RPL is available for each unit of competency based on relevant workplace experience, formal training or other expertise. Recognition will involve submission of evidence.</p>	<p>Access and Equity</p>	<p><u>Physical Classroom:</u> weekly or fortnightly classes held in our offices.</p>
<p>Course Fees</p>	<p>Duration</p>	<p><i>Traineeships:</i> In addition to choosing one of the options mentioned above, trainees will also participate in up to four progress check-ins over a 12-month period.</p>
<p>Fees are variable subject to eligibility for Government subsidised training. Please contact us for more information.</p>	<p>The minimum duration is 11-12 months depending on current skills, knowledge and previous experience.</p>	<p>*In specific cases, other tailored options may be available.</p>

For more information, please visit our website
www.integritybusinesscollege.au

Prerequisites and pathways for the qualification

There are no entry requirements for this qualification but participants are subjected to a pre-training review to confirm suitability. Possible qualification after successful completion is Certificate IV in Business.

Requirements to receive the Certificate III in Business

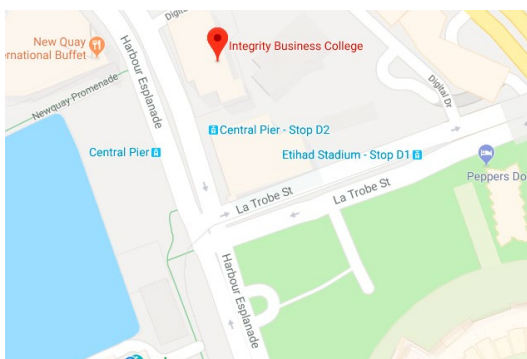
This qualification requires the demonstration of competency in a minimum of 13 units.

Potential Units Covered

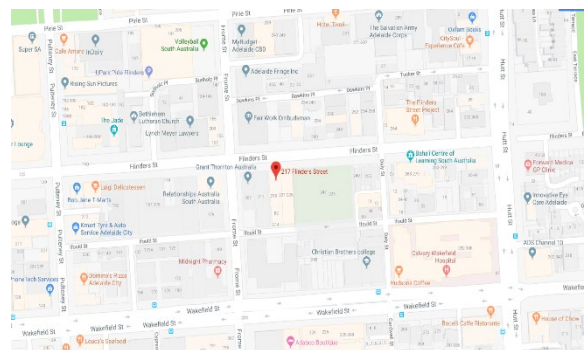
- BSBCRT311 – Apply critical thinking skills in a team environment
- BSBPEF201 – Support personal wellbeing in the workplace
- BSBSUS211 – Participate in sustainable work practices
- BSBTWK301 – Use inclusive work practices
- BSBWHS311 – Assist with maintaining workplace safety
- BSBXCM301 – Engage in workplace communication
- BSBTEC301 – Design and produce business documents
- BSBTEC302 – Design and produce spreadsheets
- BSBTEC303 – Create electronic presentations
- BSBWRT311 – Write simple documents
- BSBPEF301 – Organise personal work priorities
- BSBPMG430 – Undertake project work
- BSBXTW301 – Work in a team
- BSBOPS304 – Deliver and monitor a service to customers
- BSBOPS305 – Process customer complaints
- BSBINS303 – Use knowledge management systems
- BSBXCS402 – Promote workplace cyber security awareness and best practices

Locations

Level 4, Suite 401B
198 Harbour Esplanade, Docklands, 3008



217 Flinders Street, Adelaide, 5000



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