



Certificate III in Business (BSB30120)

Combined Team Services

RTO Provider No 50995

By studying the Certificate III in Business, you will gain the knowledge and skills required to work in a variety of business service roles. This course provides the individual with the skills to effectively support the operations of a business through competent administrative and team-based functions. The Administration and Records stream are available as a traineeship and state and/or federal incentives may be available.

Course Details and Duration

Delivered via flexible learning with 13 units for completion. 12 months to complete all units (up to 36 months for a part time traineeship). Business (Level 3) available via a training contract. CTS can adjust the training to suit the individual's need and their workplace.

Typical Learning Objectives

- Use critical thinking and workplace communication skills
- Support your personal wellbeing and use inclusive work practices
- Assist in maintaining sustainable and safe work practices

Methods of Delivery

Online learning and assessment options available. Students will need to be employed in an industry or role that will support evidence collection and workplace skill implementation. Units will need to be supported in the workplace through skill demonstration and practical application. Students should have access to relevant policies, procedures, systems and/or documentation related to the qualification throughout the term of the qualification. Recognition of Prior Learning (RPL) available.

All candidates have the full support of their trainer who will be in regular contact via phone, email, Teams or face to face scheduled appointments in the workplace and at our training rooms.

Fees – Fee for Service 2024 Tuition Fees: \$200 per unit Resource Fees: \$5.50 per unit Credit Transfer: \$0.00	Fees – Funded Traineeship 2024 Tuition Fees: \$1450 Tuition Fees Concession: \$430 Resource Fees: \$5.50 per unit Credit Transfer: \$0.00
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The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.

A full breakdown of fees will be provided prior to commencement once unit selections have been made.

It's easy to enrol!

Before you enrol, please read our student handbook and browse our website to find out more about the training and development solutions we offer. We want to make sure you choose the right course for you.

Once you have made your decision, or if you need help to decide; email, phone or complete an enquiry form and we will contact you to discuss your study options. If you want to register for one of our courses, you can use our online booking form.

CTS offer three versions of this qualification, Certificate III in Business, Certificate III in Business (Administration) and Certificate III in Business (Records and Information Management). If applying for a credit transfer and your unit is not on this list, contact us to discuss your options.

BSB30120 Certificate III in Business - available as a funded traineeship

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

BSBTEC301 Design and produce business documents
BSBTEC302 Design and produce spreadsheets
BSBPEF301 Organise personal work priorities
BSBTEC303 Create electronic presentations
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBWRT311 Write simple documents
BSBXTW301 Work in a team

BSB30120 Certificate III in Business (Records and Information Management stream) – available as a funded traineeship

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

Group A & B Electives

BSBTEC301 Design and produce business documents
BSBTEC302 Design and produce spreadsheets
BSBPEF301 Organise personal work priorities

Group G Electives

BSBINS302 Organise workplace information
BSBINS303 Use knowledge management systems
BSBINS307 Retrieve information from records
BSBINS309 Maintain business records

BSB30120 Certificate III in Business (Administration stream) – available as a funded traineeship

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

Group A & B Electives

BSBTEC301 Design and produce business documents
BSBTEC302 Design and produce spreadsheets
BSBPEF301 Organise personal work priorities

Group E Electives

BSBINS202 Handle receipt and dispatch of information
BSBOPS301 Maintain business resources
BSBOPS303 Organise schedules
BSBPUR301 Purchase goods and services

Language, literacy, numeracy and digital skills (LLND)

Students must have sufficient language, literacy, numeracy and digital (LLND) skills to be able to read, write, speak, listen, complete calculations and use digital technology at an appropriate level based on the course requirements.

Where LLND is determined to be less than the standard requirement, students (and where applicable, employers) are notified of the LLND requirement needed to be addressed, prior to commencement of training and assessment program.