



BSB30120

Certificate III in Business

Combined Team Services

RTO Provider No 50995

Certificate III in Business

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. This qualification is 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, skype, Zoom or face to face scheduled appointments in the workplace and at our training rooms.

Fees – Fee for Service 2021	Fees – Funded Traineeship 2021
Tuition Fees: \$200 per unit	Tuition Fees: \$1450
Resource Fees: \$88.00	Tuition Fees Concession: \$430
Credit Transfer: \$0.00	Resource Fees: 88.00
	Credit Transfer: \$0.00

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!

We do our very best for all our clients and always try to improve the employability of everyone we deal with. Before you enrol, please read our student handbook and browse our site 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 two versions of this Business qualification, Certificate III in Business and Certificate III in Business (Administration). If applying for a credit transfer and your unit is not on this list, contact us to discuss your options.

Certificate III in Business (Currently not available as a 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
BSBTEC303 Create electronic presentations
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBWRT311 Write simple documents
BSBPEF301 Organise personal work priorities
BSBXTW301 Work in a team

Certificate III in Business (Administration stream) - available as a 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
BSBFIN301 Process financial transactions
BSBOPS301 Maintain business resources
BSBOPS303 Organise schedules
BSBPUR301 Purchase goods and services

We will not enrol you in a Nationally Recognised Qualification without checking first that

- you meet the entry requirements
- you know the cost
- it is a qualification, skill set, unit of competence that is appropriate for you
- you are aware of what resources you will need to successfully participate you understand the amount of learning required and how you will be assessed

