BSB30120 CERTIFICATE III IN BUSINESS

RTO CODE: 50354

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What is the Certificate III in Business?

This qualification reflects the role of people in a variety of Business Services job roles.
It is likely that these individuals are establishing their own work performance.
People 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, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Pre Requisites: Nil
Pathways: Certificate IV in Business

Face to face learning

Alternate delivery

Assignment and task activities
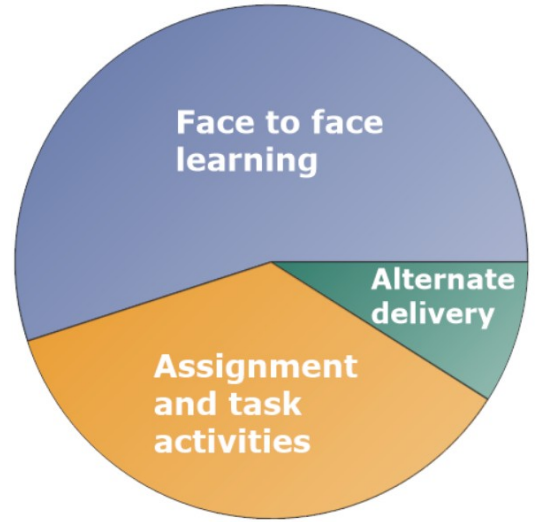
CURRENT STUDENT
RYLEE

The Cert III Business was the ultimate fundamental to help me to get into Cert IV Business.

General Notes: All students must supply their Unique Student Identifier (USI).
Students are asked to bring their own device to ensure security of their work and log into the Learning Management System.
Classes are also scheduled during school holidays to provide extra support and assistance.

For more information contact: succeed@fec.org.au

Training Accreditation Council
WESTERN AUSTRALIA

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NATIONALLY RECOGNISED TRAINING

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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

ELECTIVE UNITS

BSBTEC302 Design and produce spreadsheets

BSBTEC303 Create electronic presentations

BSBPEF301 Organise personal work priorities

BSBPEF302 Develop self awareness

BSBXTW301 Work in a team

BSBOPS301 Maintain business resources

CHCDIV001 Work with diverse people

The hours for this course are made up of the following

Face to face lecturing and tuition – 240 hrs

Assignment and task activities – 160 hrs

Alternate delivery – 40 hrs

Total hours – 440 hrs

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