



BSB30120 Certificate III in Business

DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals 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, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

No occupational licensing, legislative or certification requirements apply to this qualification at the time of publication.

This course is an entry level Business Qualification encompassing numerous hands on workplace and industry specific practical activities.

OVERVIEW

This course is delivered in a face to face workshop and industry field placement format incorporating knowledge-based theory assessment and field practical assessment activities conducted over a day depending on the knowledge skill and competency of participants.

PRE-REQUISITE UNITS

Nil

EDUCATION PATHWAY

BSB40120 Certificate IV in Business, or a range of other Certificate IV & Diploma qualifications.

CAREER OPPORTUNITIES

Customer Service Advisor | Data Entry Operator | Payroll
Officer | Word Process Operator



EASY ENROLMENT!

1. Contact one of our expert consultants to discuss your specific needs
2. Complete enrolment form & pay relevant course fees per candidate handbook
3. Discuss customized training options with your trainer/assessor
4. Complete training plan detailing delivery strategy
5. Commence Course

Ballistic
training solutions™

BSB30120 Certificate III in Business



Ballistic
training solutions™

7/2-6 Exeter Way Caloundra West Qld 4551
PO Box 7502 SIPPY DOWNS, QUEENSLAND 4556 AUSTRALIA

Phone: 1300 738 098 Email: info@ballistic.edu.au
Web: www.ballistic.edu.au



PACKAGING RULES

13 units (6 core & 7 electives)

Core

- 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 - A
- BSBTEC302 Design and produce spreadsheets - A
- BSBTEC303 Create electronic presentations - A
- BSBWRT311 Write simple documents - A
- BSBPEF301 Organise personal work priorities - B
- BSBPMG430 Undertake project work - B
- BSBWHS332X Apply infection prevention and control procedures to own work activities - Elective B
- BSBOPS301 Maintain business resources - E
- BSBOPS303 Organise schedules - E
- BSBINS302 Organise workplace information - G

Timeframes:

Anticipated at 12 Months within workplace practical demonstration and competency assessment and on job requirements.

Ballistic Training Solutions Pty Ltd is a Nationally Registered Training Provider (Provider no: 41097) specializing in the delivery of Nationally accredited training programs tailored to industry and client needs. Specializing in the delivery of Nationally Accredited Training in Business, Management, Work Health & Safety, Training & Assessment and related programs. We pride ourselves on our customer service, attention to details and commitment to ensure that your learning needs are met with the highest standards of training & assessment services in the industry. Based in Queensland Australia we provide training and assessment services Nationally linked to our industry and client needs.

Call us today on
1300 738 098



EXPECTED FEES

Course Fees are payable per details outlined in the BTS Student Handbook. Specific course pricing is subject to delivery location, travel, required resources for the delivery & assessment of competency against course requirements and your individual training needs.

CONTACT US TO TAILOR A QUOTE FOR YOU TODAY!

COURSE ENTRY REQUIREMENTS



There are no entry requirements or pre-requisites for this Qualification. Licensing, legislative, regulatory or certification requirements apply to units contained within this qualification. Relevant work health and safety state and territory regulatory authorities should be consulted to confirm any specific jurisdictional requirements.



VISIT US ONLINE

Just go to www.ballistic.edu.au or email us on info@ballistic.edu.au for more information.

Ballistic Training Solutions Pty Ltd

7/2-6 Exeter Way Caloundra West Qld 4551
PO Box 7502 SIPPY DOWNS, QUEENSLAND 4556
AUSTRALIA

Phone: 1300 738 098 Email: info@ballistic.edu.au
Web: www.ballistic.edu.au

