

BSB30120

CERTIFICATE III IN BUSINESS



COURSE OUTLINE

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COURSE OVERVIEW

Welcome to Adapt Education!

This course is suitable if you are currently working in, or seeking to work in a Business Services job role.

In this course the focus is on business technology and documents, being an effective team member, prioritising work flow and supporting safe and sustainable workplaces.

This Nationally Recognised BSB30120 Certificate III in Business course consists of 13 units:

BSB30120 Certificate III in Business - Core Units:

BSBTEC301 Design and produce business documents
BSBWRT311 Write simple documents
BSBCRT311 Apply critical thinking skills in a team environment
BSBXCM301 Engage in workplace communication
BSBTWK301 Use inclusive work practices
BSBWHS311 Assist with maintaining workplace safety
BSBPEF201 Support personal wellbeing in the workplace
BSBSUS211 Participate in sustainable work practices
BSBOPS303 Organise schedules
BSBPEF301 Organise personal work priorities

Elective Units:

Choose one of the three options below.

Elective Stream 1—Business Software *

BSBTEC303 Create electronic presentations
BSBTEC302 Design and produce spreadsheets
BSBTEC404 Use digital technologies to collaborate in a work environment

Elective Stream 2—Customer Service *

BSBOPS304 Deliver and monitor a service to customers
BSBOPS305 Process customer complaints
SIRXPDK001 Advise on products and services

Elective Stream 3

Business Administration Specialisation **

BSBFIN301 Process financial transactions
BSBHRM416 Process payroll
BSBPUR301 Purchase goods and services

ENTRY REQUIREMENTS

It is expected that students have well developed written and verbal communication skills, basic numeracy skills and basic computer skills. Upon receipt of your enrolment form you will be asked to complete a short Language, Literacy and Numeracy (LLN) test. We will use the results of this test to gauge your suitability for the course and to identify if you will benefit from any additional support. Adapt is able to assist participants with LLN issues, or a disability. For your own benefit we encourage you to disclose if flexible learning strategies may be required.

ONLINE RESOURCES

All course resources are provided online. Benefit from an easy to navigate e-learning course. The online course is interactive, meaning less readings and more visually engaging resources. Resources can be printed or downloaded so you can complete your studies offline if needed.

STUDY MODE

Self-paced study means that you can study at times and locations that suit you. No assessment due dates and no timetabled lectures or webinars. Fast track your study or take your time – the choice is yours.

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DURATION

You will have up to 2 years to complete but can progress at any pace. As a guide someone spending 8hrs per week on assessment, could expect to complete the course in approximately 6 - 8 months.

Students receiving study benefits from Centrelink (education supplement) will be obligated to complete the course in: Full time 26 weeks, part time 52 weeks (48 sturdy weeks, 4 weeks holidays) at 12 hour per week, 52% study load. Students completing the course as part of a traineeship will have 12 months full time or 2 years part time.

GOVERNMENT FUNDING

This course is approved for funding through the following agencies/programs:

- Career Start funding (eligible QLD residents only)
- User Choice Traineeships (QLD trainees only)
- Centrelink (Education Supplement)

Career Start funding

Adapt Education is approved by the Queensland Government to provide subsidised training places under the Career Start (Certificate 3) and Career Boost (Certificate IV and Diploma) programs. To meet the eligibility criteria for a subsidised training place, you must:

- Be aged 15 years or older
- Not be a school student
- Permanently reside in Queensland
- Be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), or a temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen.
- Not already have a certificate III or higher qualification (including tertiary qualification) completed within the last 10 years (qualifications completed as a school student do not count).
- Not be enrolled in another qualification, even if it is on hold or deferred, whether funded by DTET or not (foundation skills qualifications do not count).

There are no additional applications or paperwork to complete if seeking a funded place. Simply submit your enrolment form and we do the rest.

User Choice Traineeships

To be eligible you must be employed in a Business Traineeship with an eligible employer.

PAYMENT

BSB30120 Certificate III in Business	Non-Concessional	Concessional
Standard course fee	\$2,280	\$2,180
Students who qualify for the Career Start Subsidy		
Student contribution fee	\$182 (\$14/unit)	\$91 (\$7/unit)
Corporate group rate (10+)	\$40 (\$3.07/unit)	\$25 (\$1.92/unit)
User Choice Traineeships (Note: Price will vary depending on elective stream selected. Student contribution fee is calculated at \$1.60 per nominal hr.)		
Stream 1 – Business Software	\$768	\$307.20
Stream 2 - Customer Service	\$752	\$300.80
Stream3 - Business Administration specialisation	\$792	\$316.80
User Choice Funded School Based Traineeship Student Contribution Fee (all streams)	\$0	\$0

Prices quoted are for self-paced study modes.

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HOW TO ENROL

Read the Student Handbook and this Course Outline before you enrol:

1. Go to adapteducation.com.au/enrol to complete your enrolment online; OR
2. Call us on 1300 380 335 to enrol over the phone.

COURSE COMMENCEMENT

Upon receipt of your enrolment form an Adapt Education staff member will contact you to conduct a pre-enrolment interview and to confirm your enrolment. Prior to commencing your course you will be asked to complete a Training Needs Analysis (TNA). This will assist us to select the best course structure for you.

COURSE INDUCTION

All Adapt Education students will receive a course induction. Inductions may be completed face-to-face, on Zoom, or over the phone. During your induction, your trainer will: take time to explain how to navigate your course resources and assessments; and provide you with some guidance on the depth and content expected in some of the different assessments.

STUDENT SUPPORT

You will have unlimited access to your trainer through phone, email and Zoom. We pride ourselves on having quick response times to every query.

ASSESSMENT

Your assessment consists of two key areas:

- Theory assessment: multi choice questions, written questions, case studies and projects
- Practical assessment: includes demonstration of your skills in the workplace or a simulated environment. Recorded as observations by your supervisor or trainer.

COURSE COMPLETION

On successful completion of all course requirements you will be issued a Nationally Recognised Certificate.

* Students completing Elective Stream 1 or 2 will receive BSB30120 Certificate III in Business.

** Students completing the Business Administration Specialisation will receive BSB30120 Certificate III in Business (Administration).

All students completing or discontinuing their studies will be required to complete a Training and Employment student survey.



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