



CERTIFICATE III IN BUSINESS



COURSE OUTLINE

COURSE OVERVIEW

Welcome to Adapt Education!

This course is suitable if you are currently working as 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:

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
- BSBWH311 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 (1) of the three (3) 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

Business Administration Specialisation**

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

***Students that complete the Business Administration Specialisation will attain a BSB30120 Certificate III in Business (Administration).*

ENTRY REQUIREMENTS

It is expected that students have well developed written and verbal communication skills, basic numeracy skills and basic computer operating 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 whom experience 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.

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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.

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: 28 weeks (full time) or 56 weeks (part time)

GOVERNMENT FUNDING

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

- Certificate 3 Guarantee funding (eligible QLD residents only)
- User Choice Traineeships (QLD trainees only)
- Centrelink (Education Supplement)

Contact us and we will let you know if you or your employer may attract funding.

Certificate 3 Guarantee funding

To be eligible for this subsidy you must:

- Be aged 15 years or above and no longer be at school
- Permanently reside in Queensland
- Be an Australian citizen or New Zealand citizen or Australian permanent resident (including those with a visa on the pathway to permanent residency).
- Not hold or be currently enrolled in a Certificate III or higher level qualification (Does not include qualifications completed at school or abroad)

Students approved for the Certificate 3 Guarantee funding will pay a student contribution fee. Concession card holders, Aboriginal or Torres Strait Islander people and will receive a concession rate.

User Choice Traineeships

To be eligible you must be employed in a Business Administration Traineeship funded by the QLD Government.

PAYMENT

Payment plans are offered with no additional fees or charges. You can nominate the instalment amount and frequency you are comfortable with.

BSB30120 Certificate III in Business	Non-Concessional	Concessional
Standard course fee	\$1,980	\$1,980
Students who qualify for the Certificate 3 Guarantee Student contribution fee	\$100 (\$7.69/unit)	\$50 (\$3.84/unit)
User Choice Traineeships (note: price may vary depending on elective units selected) Student Contribution Fee School Based Traineeship	\$832 (\$1.60/hr) \$0	\$332 (\$0.64/hr) \$0

* Prices quoted are for self-paced study modes.

www.adapteducation.com.au

1300 380 335



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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-now to complete your enrolment online; OR
2. Call us on 1300 380 335 to enrol over the phone.

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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.

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COURSE INDUCTION

All Adapt Education students will receive a course induction. Inductions may be completed face-to-face, on Skype, 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

Regardless of the study mode you select, you will have unlimited access to your trainer through phone, email and instant messaging. We pride ourselves on having quick response times to every query. Delivery and assessment of this course can be customised. Please discuss your options with Adapt to ensure that we have created the course that best suits you.

ASSESSMENT

Your assessment consists of two key areas:

- Theory assessment: text activities, written questions, projects, evidence portfolios.
- 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 III in Business (BSB30120). All students completing or discontinuing their studies will be required to complete a Training and Employment student survey.



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