



BSB30120

Certificate III in Business



Location

Trainers available throughout Western Australia to train and assess your course.



Mode

Available online, face to face and workplace-based training and assessment.



Duration

Course duration is 12-24 months; Trainer contact scheduled every 4-6 weeks.



When

Contact our team on 1300 767 454 to commence your training enrolment.

Is this course for me?

This qualification will provide you with the practical skills and knowledge to work effectively in a variety of business services job roles. These roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

Through theory and practical course work you will learn to:

- Work effectively in a team
- Effectively use digital technology
- Organise personal work priorities
- Communicate effectively
- Develop and present business proposals

This course is suited to those currently working in business services, those wanting to pursue an entry level role in business services and those wanting to further develop their business service capability.

Career Opportunities

This course has a variety of career opportunities and is applicable to a diverse range of roles in the business services industry:

- Administration Assistant
- Receptionist
- Office Assistant
- Clerical Worker
- Data Entry Operator

Entry Requirements

There are no set pre-requisites for entry into this qualification however you must:

- Show satisfactory level of language and literacy skills, which will be established at the time of enrolment
- Have a genuine interest in the business services industry

Core Competencies

There are 13 units required to be completed in this qualification, 6 core units and 7 elective units. The course structure is made up of the following:

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

BSBDAT201	Collect and record data
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBPEF301	Organise personal work priorities
BSBTEC202	Use digital technologies to communicate in a work environment
BSBWRT311	Write simple documents
BSBLDR301	Support effective workplace relationships
BSBXTW301	Work in a team

Tuition Fees

The current course fees are based on the Western Australian Department of Training and Workforce Development's VET Fees and Charges Policy, available to view on the website: www.dtwd.wa.gov.au

The nominal hours for this qualification are 460, based on this the total fees are: Non-concession 25+: \$1430, Non-concession 17-24: \$1495, Concession: \$446.20.

Fees are invoiced at the commencement of each unit. As per above, annual fee caps apply, a full breakdown of your specific fees will be provided at enrolment.

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. Please contact us for more information.

Financial Hardship Fee Waivers:

For students experiencing severe financial hardship, fee waivers are available and will be assessed on an individual basis. Supporting documentary evidence will need to be provided to support the applicants financial position.

Fee for Service: \$3500.00



Apply Now.

**If you are ready to enrol,
please contact our office or
visit our website to get started.**

Phone: 1300 767 454

Email: info@cartectraining.com.au

Website: www.cartectraining.com.au

