

# Skills for Work

BSB30120 Certificate III in Business | Wyong Location

## Overview

Did you know that you can take the skills from BSB30120 Certificate III in Business and apply them in many industries and work roles?

Transferrable skills are *key* to career success as they can be taken with you as you embark on new career paths.



Research has proven that our jobs and workplaces are, and will continue to transform and evolve, ***so how can you ensure that you are equipped with skills for the future? You need a set of transferrable skills!***

People can no longer rely on technical skills 'they need a set of transferrable skills'. There is a focus on new skills, with recent SEEK data showing that 42% of Australians learned new skills in 2020 that they wouldn't have if it wasn't for the pandemic. Following that trend, employers are now looking for job seekers who can demonstrate a range of soft, transferrable skills in their roles.

Source: <https://www.seek.com.au/career-advice/article/5-in-demand-skills-employers-want>

***So, what are the 5 in demand skills employers are looking for?***

**Technology Literacy** is the confidence you have in using different technologies to assist your work, and the ability to learn new technologies.

**Resilience** is being able to identify and demonstrate your capacity to recover from and adapt to changing circumstances.

**Emotional Intelligence** is having the ability to understand, manage and express your needs and those of others with a demonstrated self-awareness.

**Proactivity** is taking the initiative in learning new skills or seeking out new opportunities to benefit work.

**Agility** is the ability to be productive in an environment without necessarily having a set process or strategy; and the adaptability to pivot between ideas and tasks as the environment changes.

Source: SEEK – Independent research conducted by Nature on behalf of SEEK, published June 2021

**Contact ET Australia Training College today to enquire about this course**

**Phone:** (02) 4323 1233 **Email:** [training@etaustralia.com](mailto:training@etaustralia.com) **Website:** [www.etaustralia.com](http://www.etaustralia.com)

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RTO ID 90084

**All of the above** will be covered in ET Australia's Skills for Work training program. Many of these skills can't be learnt, practiced or applied via online learning which is where the classroom provides the ideal environment for you to develop and gain the skills employers are looking for.

It doesn't matter what career path you are looking to go down, the transferrable skills you will learn during the program will be valued by all employers, technical skills are something that can be learnt on the job.

The training is delivered in an environment that has been designed to prepare you to apply your skills in a real work environment.

The structure of this program provides all students with a supportive learning environment and is ideal for anyone who likes a more personalised approach to training. The location for the training in the Young Parents' Hub provides additional wrap around support services that are available to all students.

## Entry Requirements

There are no formal entry requirements however preferred pathways into the qualification include;

- BSB20120 Certificate II in Workplace Skills or other relevant qualification or vocational experience assisting in a range of support roles without a formal business qualification

Applicants considering this qualification require basic computer skills and sound literacy, language and numeracy skills.

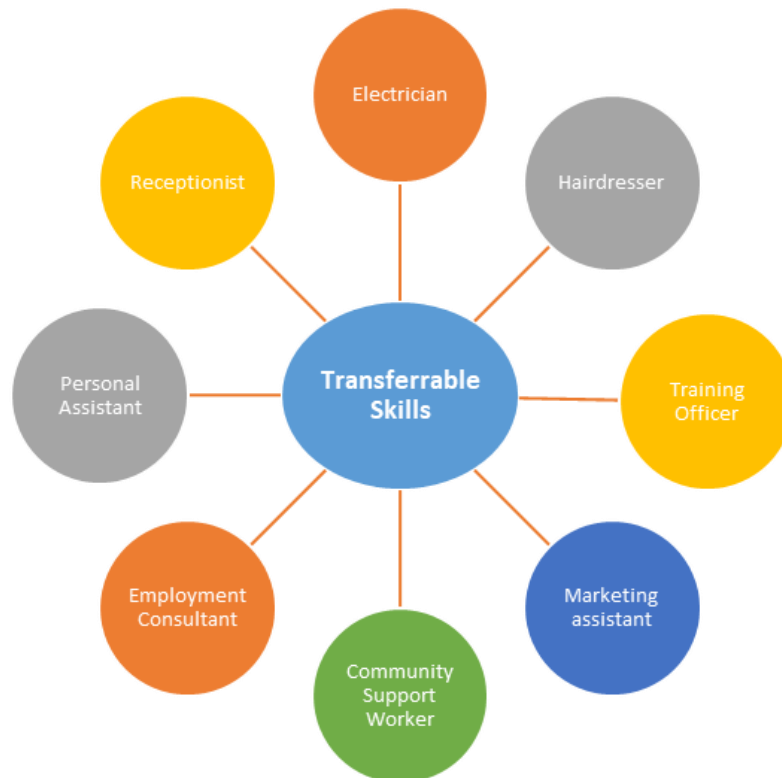
Applicants must be prepared to dedicate time outside of the classroom sessions to complete learning and assessment activities. As a guide, students should allow up to hours per week to complete required out of class activities. The amount of time required will vary from person to person and will also be dependent upon the unit of study as some units are more comprehensive than others.

Students undertaking the program will need access to a computer or digital device with an internet connection to complete at home learning and assessment activities. Should access not be available, there is the option to access the computers at the Young Parents' Hub or ET Australia Training College Gosford outside of classroom training days.

Please note, we are encouraging all students who will be present onsite to be fully vaccinated against COVID-19.

## Employment Opportunities

The skills learnt in this program will transfer into many entry level job roles.



All students who undertake this qualification are provided with additional advice on employment, interview techniques, resume writing and job applications.

All students who undertake this qualification are provided with further training options.

## Further Study

Students may wish to further their studies at a higher level in qualifications from the Business Services Training Package at a Certificate IV level, for example;

- BSB40120 Certificate IV in Business
- BSB40220 Certificate IV in Aboriginal and Torres Strait Islander Governance
- BSB40420 Certificate IV in Human Resource Management
- BSB40520 Certificate IV in Leadership and Management
- BSB40820 Certificate IV in Marketing and Communication
- BSB40920 Certificate IV in Project Management Practice

## Structure

Students are required to attend and participate in all scheduled classes unless arranged otherwise with an ET Australia Representative.

- Training Days:** Wednesdays and Thursdays
- Dates:** 29 June – 8 December 2022
- Venue:** Young Parents' Hub, 2A Amy Close, Wyong
- Times:** 9.00am to 3.00pm

## Benefits

- Linkages to local employment opportunities
- Option to undertake 40 hours of work placement under ET Australia's insurance
- Training delivered in an environment with access to current technology
- The 13 units have been selected to provide a broad range of career pathways
- Upon successful completion students will be issued with a nationally recognised qualification BSB30120 Certificate III in Business
- Supportive learning environment with access to additional onsite support services
- Linkages with youth and community support services
- Accredited childcare centre onsite



## Units of Study

Code	Title	Core Unit	Elective Unit
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	✓	
BSBTEC202	Use digital technologies to communicate in a work environment		✓
BSBTEC301	Design and produce business documents		✓
BSBTEC302	Design and produce spreadsheets		✓

<b>BSBWRT311</b>	Write simple documents		✓
<b>BSBPEF301</b>	Organise personal work priorities		✓
<b>BSBOPS304</b>	Deliver and monitor a service to customers		✓
<b>BSBOPS303</b>	Organise schedules		✓

## How will I be assessed?

A variety of assessment techniques will be used including but not limited to question-and-answer activities, case studies, simulations, role plays, portfolio of simple and business documents, and projects.

## Student Fees (Subsidised Training Place)

This training is subsidised by the NSW Government under the Smart & Skilled initiative.

To be eligible for a subsidised training place, at the time of enrolment an individual must:

- Be an Australian citizen, a permanent Australian resident, a humanitarian visa holder or a New Zealand citizen, and
- Be aged 15 years or older, and
- Live or work in New South Wales, and
- No longer be at school or equivalent

For further information relating to eligibility please visit the following web page

<https://smartandskilled.nsw.gov.au/are-you-eligible>

## Eligibility for 'Skilling for Recovery' – Fee Free Training

Skilling for Recovery is a NSW Government initiative to deliver JobTrainer funding in NSW. It provides fee free training to eligible applicants. If you meet the Smart & Skilled Program eligibility above and one of the following you could complete this training fee free:

- 16-24 years old (employed or not)
- A Veteran
- Veteran's Recognised Partner
- In receipt of a Commonwealth Government benefit as specified in Attachment 1 (and their dependants)
- Unemployed (with or without a benefit); or
- At risk of unemployment \*

\* Examples of people at risk of unemployment include:

- Stood down/furloughed employee: Employee that has been stood down or an employee who previously would have been on JobKeeper and is at risk of becoming unemployed and requires upskilling or reskilling for new role and employment elsewhere.
- Person starting a job (employed for 6 months or less): employed on condition of receiving training to build capacity and capability for the job role. This would be within the first 6 months of employment.
- Low skilled/unskilled employee: Existing employee, with or without relevant skills or previous qualification up to Certificate III, that requires training to upskill to secure ongoing employment or future employment.

## Course Cost

If you meet the above eligibility criteria for the Smart & Skilled Training Program but you are not eligible for 'Skilling for Recovery', the course cost is as follows:

Concession Fee	First Qualification	Second or Further Qualification
\$240	\$1,320	\$1,580

Further information relating to the student fees can be found by visiting the following web page <https://smartandskilled.nsw.gov.au/for-students/how-much-will-your-course-cost>

Payment plans are available – speak to an ET Australia Representative to discuss your individual circumstances.

For further information about fee exemptions and eligible benefits that will allow a concession fee please refer to Attachment 1.

Limited **fee free scholarships** are available for eligible students who are 15-30 years of age and either a Commonwealth Welfare recipient or the dependant of a Commonwealth Welfare recipient.

For further information relating to Fee Free Scholarships please visit the following website <https://smartandskilled.nsw.gov.au/for-students/scholarships/fee-free-scholarships>

Students with a disability or Aboriginal and Torres Strait Islander students are also eligible for a fee exemption. Evidence of eligibility for a fee exemption will be required.

## What support is on offer?

ET Australia has a dedicated Training Officer for each training program run. The Training Officer works closely with all students throughout the training period. In addition, students have the support of their Trainer/Assessor. ET Australia prides itself on providing a supportive learning environment for all students and if we can't provide the type of support required by a student, we will link them to appropriate external supports.

## Where can I obtain additional information?

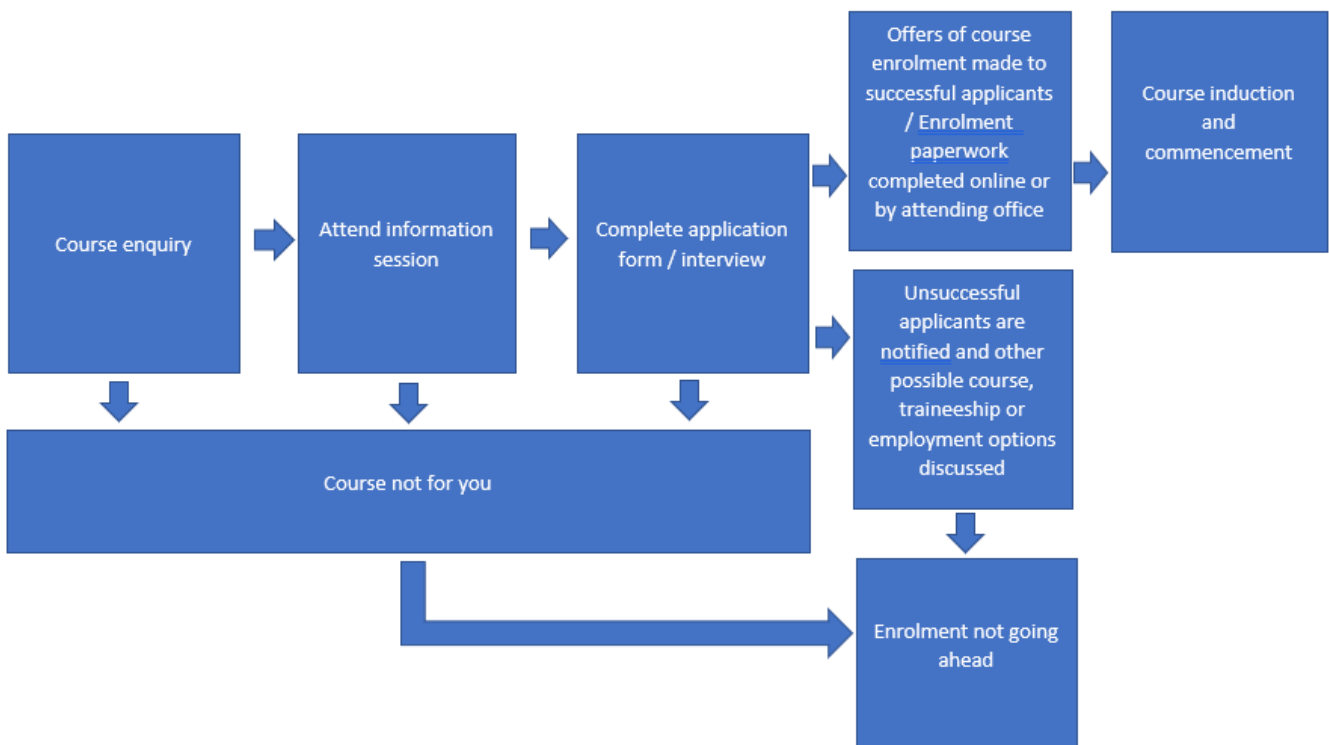
Pre-enrolment information is available and will assist prospective students to make an informed choice prior to enrolling. The pre-enrolment information can be accessed via our website and should answer any additional questions a prospective student may have. To access this information, click on the following link <https://etaustralia.com/smart-skilled/> and select 'Pre-enrolment Information'.

Alternatively, please call our office on 4323 1233 or email [email@etaustralia.com](mailto:email@etaustralia.com) to get in contact with ET Australia's Product Specialist.

For Smart and Skilled information please call 1300 772 104 or visit the website <https://education.nsw.gov.au/skills-nsw>

## How can I enrol?

Attendance is required at an interview for selection into the program.



To register your interest please call ET Australia on 4323 1233 or email [email@etaustralia.com](mailto:email@etaustralia.com)

If you are accepted into the program, you will need to obtain a Unique Student Identifier (USI) before you enrol. For more information visit <http://www.usi.gov.au/Pages/default.aspx> or speak with an ET Australia representative.

## Attachment 1 - Fee exemptions and concessions

Students who qualify for a **fee exemption** are:

- Australian Aboriginal or Torres Strait Islander people
- People with a disability (ie people who meet the disability fee exemption criteria, including the dependent child, spouse or partner of a recipient of a Disability Support Pension).
- Recipients of Fee-Free Scholarships

A student who receives a specified Commonwealth benefit or allowance is eligible for a **concession fee** for a qualification up to and including a Certificate IV. A student who is receiving an eligible benefit or allowance at the time of enrolment is eligible for a concession.

The concession fee is also available to a student who is a dependant of a person receiving a specific Commonwealth benefit or allowance. To be eligible for the concession the person who the student is a dependant of must be receiving the benefit or allowance at the time of enrolment.

The specified Commonwealth benefits and allowances for concession fees include:

- Age Pension
- Austudy
- Carer Payment (this category does not include the Carer Allowance or Carer Adjustment Payment)
- Disability Support Pension
- Family Tax Benefit Part A (maximum rate)
- Farm Household Allowance
- JobSeeker Payment
- Parenting Payment (Single)
- Special Benefit
- Veterans' Children Education Scheme
- Veterans' Affairs Pensions
- Widow Allowance
- Youth Allowance