



# Certificate III in Business

**BSB30120 | Self-Paced Program**

- ✓ Eligibility
- ✓ Future Opportunities
- ✓ Entry Requirements
- ✓ Course Structure

RTO ID 90084

Connect with us:



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# OVERVIEW

## ARE YOU LOOKING TO STUDY AT A TIME THAT SUITS YOU?

Are you looking for technology and business skills to benefit your current role or to progress your career?

Are wanting to develop the top 5 in demand skills that employers are looking for?

This qualification could be the key to your career success and give you that competitive edge!

Research has proven that our jobs and workplaces are and will continue to transform and evolve. 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 transferrable skills in their roles.

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

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

## 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

Depending on your elective unit choice, all of the above will be covered in the BSB30120 Certificate III in Business qualification.

If you identify you already have some, or all, of the knowledge and skills required for a unit, and you can demonstrate this, you will be offered the opportunity to speak with ET Australia's Assessor about Recognition of Prior Learning (RPL).

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# Structure

## Overview

This program combines student self-paced study and workplace tasks.

Self-paced learning allows students the flexibility to study at times that are suitable. Students can work through learning material independently knowing that a dedicated Trainer and Assessor will guide them through the training and assessment process and be available for support when required. This mode of study suits students who have good time management skills and who don't need structured face to face sessions. A self-paced study mode does not suit all students, so please carefully consider if you feel you have the self-motivation, discipline and time management skills necessary to complete study without having access to a structured classroom-based program.

## Recognition

As this is an existing worker program, students may come with prior knowledge and skills.

If a student already holds a unit from the qualification, they can apply for credit transfer, and if the credit transfer/s are approved the student does not need to redo the unit/s.

For students who previously completed a related superseded qualification eg BSB30115 Certificate III in Business, and who have current relevant skills and knowledge, there is the option to apply for Recognition of Prior Learning.

Students may not have completed any related study but may have current knowledge and skills gained through work experience, these students also have the option to apply for Recognition of Prior Learning.

## Workplace Support

Workplace support is necessary to allow for application of learning and for assessment purposes.

## Training Term

The nominal term for training is 12 months.

As the training is competency based a student can achieve the qualification in a shorter timeframe.

## Training Plan

Each student has a personalised Training Plan. The Training Plan is developed in consultation with an ET Australia Representative and the student.

The Training Plan will guide the student's learning and assessment. It will outline indicative commencement dates for each unit of competency and will also provide indicative dates for completion. The Training Plan outlines the types of assessment that will be used for each unit.

The Training Plan will also outline any support requirements necessary to assist with progression through training and assessment.

The Training Plan is a working document to be used for the duration of the training program and will be updated as necessary to reflect the current status of training. A copy of the current Training Plan, including any updates, will be kept by ET Australia with a copy provided to the student.

## How it all works

For self-paced students, ET Australia's Workplace Trainer / Assessor will schedule visits (face to face or virtual visits) for learning and assessment purposes:

- The Trainer and Assessor will meet with the student on induction, and then visits will be scheduled periodically throughout the training term. Typically, these visits occur every 6-8 weeks.
- Outside of the scheduled visits, the Trainer and Assessor is available for support via phone and email and if required, additional face to face visits can be organised.
- When a new unit is commenced, the Trainer will review the learner resource with the student to provide them with an overview of the key learning areas, explain the assessment requirements and assessment due dates.
- The Trainer and Assessor will maintain regular contact with students to check on progress and to determine if additional learning support / assessment support is required. Any specific support requirements will be detailed in the Training Plan.

## Entry Requirements

This program is designed for those who are already working in a business environment / office environment in an entry level role providing administration and office support.

It is preferred that students have completed 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.

The learning and assessment model require that all students have the support of the workplace and a Workplace Supervisor. The support of the workplace and Workplace Supervisor must be confirmed prior to enrolment.

This mode of study suits students who have good time management skills and who don't need structured classroom-based face to face sessions. Students need to be self-motivated, disciplined and highly organised to allow them to complete their studies without having access to a structured classroom-based program.

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

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.

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## Future Opportunities

### Career

Job roles and titles will vary across different industry sectors.



- Administrative Assistant
- Personal Assistant
- Receptionist
- General Clerk

### 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



## Course Structure

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

Please note, the above elective units are suggestions only as there are additional elective units to choose from.

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## Assessments

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.

## Eligibility

### 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>

## 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.

## Support

ET Australia has a dedicated Training Officer for each student. The Training Officer works closely with all students throughout the training period. In addition, students have the support of their Trainer/Assessor. ET Australia's Trainer and Assessor will be available via phone / email during business hours outside of the scheduled visits. 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 the student to appropriate external supports.

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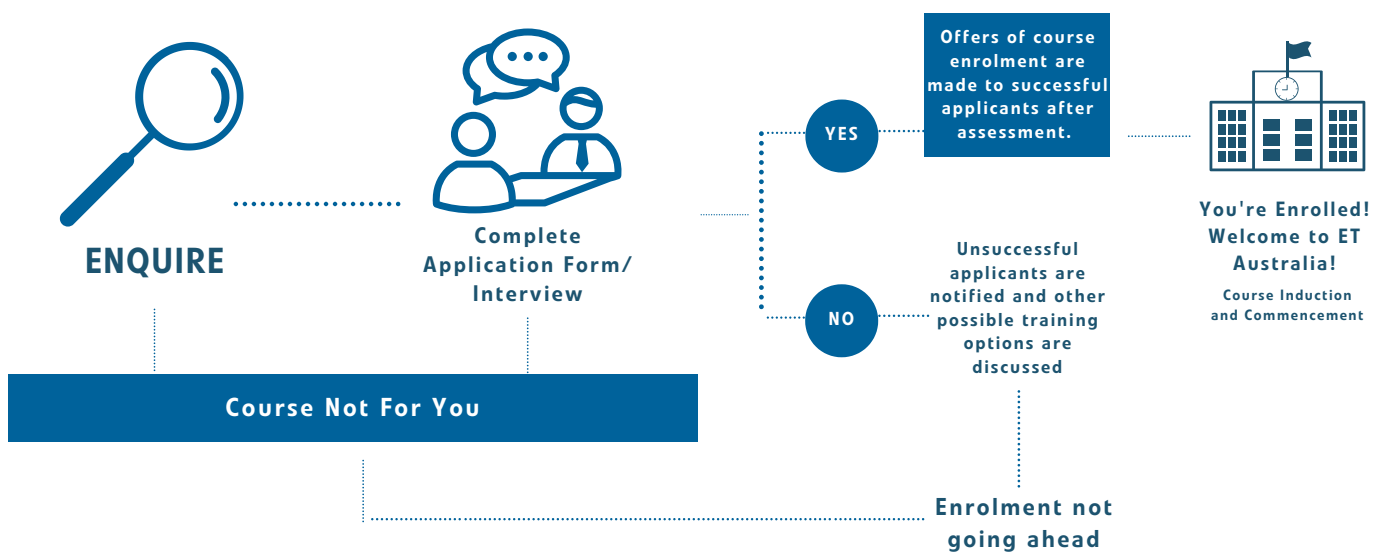
## Additional information

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 'Smart and Skilled 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.

## How can I enrol?

We know you are busy and we will support you through the process. There is an application form to complete (which can be done online) and participation in an interview is required (which can be done over the phone). Offers of enrolment will be made to suitable applicants.



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

On acceptance 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 (i.e. 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 dependent of a person receiving a specific Commonwealth benefit or allowance. To be eligible for the concession the person who the student is a dependent 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