Lead Institute

BSB30120



BSB30120

CERTIFICATE III IN BUSINESS

Nationally Recognised Training

BRIEF SNAP SHOT

This nationally recognised qualification Accredited Course describes the performance outcomes to empower you with the essential knowledge and skills needed to build your career in business services.

DELIVERY MODE

- **In-Person (Classroom):** Delivered at our Fortitude Valley Campus.
- **Online (Self-Paced):** Study at your own pace, anytime, anywhere.
- **Blended:** A combination of Online (Self-Paced) learning and interactive Virtual Workshops via Microsoft Teams with your trainer.

DURATION

12–18 months (depending on current skills, knowledge, and experience)

ENTRY REQUIREMENTS

- Students will undertake a Language, Literacy, Numeracy and Digital Skills (LLND) evaluation prior to enrolment to identify those with support requirements.
- Access to laptop/desktop computer.
- Access to internet and basic computer skills for online learning and assessment activities and submission.

LOCATION

Lead Institute - Fortitude Valley Campus
120 Brunswick St, Fortitude Valley QLD 4006

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COURSE FEE

Number of Units x13

$ 997 TOTAL

Breakdown:
$69 per unit x 13 units
+ $100 non-refundable administration fee (inclusive)

QUALIFICATION PATHWAY

BSB40120 Certificate IV in Business
BSB50420 Diploma in Leadership and Management
BSB50120 Diploma in Business

Other accounting and business-related qualifications

EMPLOYMENT OPPORTUNITIES

Upon successful completion of the BSB30120 Certificate III in Business, you will be able to pursue job opportunities such as:

- Banking and Finance
- Business Administration
- Insurance Administration
- General Clerk
- Customer Service
- Business Support Officer

UNITS OF COMPETENCY

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

BSBTEC201	Use business software application
BSBTEC202	Use digital technologies to communicate in a work environment
BSBPEF301	Organise personal work priorities
BSBOPS304	Deliver and monitor a service to customers
SIRXPDK001	Advise on products and services
BSBOPS301	Maintain business resources
BSBOPS305	Process customer complaints

STUDENTS ARE PROVIDED WITH THE FOLLOWING:

During Program

- All Learner Resources
- Qualified Trainer/Assessor with extensive industry experience
- Optional Additional Trainer/Assessor Support Sessions

Post Completion

- AQF Certificate and Transcript (full course completion)

RECOGNITION OF PRIOR LEARNING AND RECOGNITION OF CURRENT COMPETENCIES

Fast track your way to a formal qualification by earning credit for the things you already know. Get recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the Certificate to prove you are qualified a whole lot sooner. We can assess your skills, directly apply credits from previous successful study, and give you advanced standing in your course.