

BSB30120

CERTIFICATE III IN BUSINESS



This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge.

They may provide technical advice and support to a team. Job titles relevant to this course may include:

- Customer service advisor
- General clerk
- Office assistant
- Payroll officer
- Typist/Word processing operator/Data entry operator
- Human Resources clerk
- Receptionist
- Administrative Assistant



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

- BSBTEC301** Design and produce business documents
- BSBTEC302** Design and produce spreadsheets
- BSBTEC303** Create electronic presentations
- BSBPEF301** Organise personal work priorities
- BSBLDR301** Support effective workplace relationships
- BSBOPS304** Deliver and monitor a service to customers
- BSBINS302** Organise workplace information

DURATION This qualification is delivered over approximately 8 to 12 months. The course involves one day of face-to-face training each month along with post course activities, evidence and workbooks depending on the cohort group.

COST The fee for service price for this course is \$2,200.00.

Coal Train are a Skills Assure supplier (SAS) for the Department of Employment, Small Business and Training. With this status we are able to supply this qualification under subsidised training through the Career Start program.

For further information regarding the subsidised programs please refer to following pages.



COAL TRAIN, WHEN TRAINING MATTERS

FIND OUT MORE

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CAREER START: GENERAL TRAINING

The Career Start Program is a Queensland Government initiative providing eligible individuals with access to subsidised training in Certificate III level qualifications. This program is part of the state's commitment to help Queenslanders gain job-ready skills for entry into the workforce or to advance in their current role.

Under Career Start, eligible individuals may access:

- One general Certificate III qualification; OR
- Two apprenticeships/traineeships at Certificate II or III level (including SATs);
- One introductory skill set.

You may be eligible for a funded Career Start training place if you:

- Are aged 15 years or older and not enrolled in school
- Permanently reside in Queensland
- Are an Australian or New Zealand citizen, permanent resident, or eligible visa holder
- Have not completed a Certificate III or higher qualification in the past 10 years*
- Are not currently enrolled in another qualification
- Meet any additional entry requirements listed in the Queensland Subsidised Training List

* Exemptions apply for school qualifications and foundation skills courses.

FEES

Participants will be required to contribute to the costs of their training through a co-contribution fee.

The co-contribution fee may be paid on behalf of the student by the employer or another third party, but cannot be paid or waived by the SAS, or any organisation related to the SAS, unless approved by the department.

- Non-Concessional Student – Co Contribution Fee: \$190.00
- Concessional Student – Co Contribution Fee: \$90.00

A Concessional Student applies if the student can provide evidence of the below:

- Holds a Health Care or Pensioner concession card issued under the commonwealth law or is the partner or dependant of a person who holds a Health Care or Pensioner card
- Student provides the PQS with an official form under the Commonwealth law confirming that the student, their partner or dependant is entitled to concessions under a Health Care or Pensioners concession card.
- The Student is Aboriginal or is Torres Strait Islander
- The student has a disability
- The student is an adult prisoner

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Coal Train Australia Pty Ltd RTO no. 32507

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CAREER START: TRAINEESHIP

The Career Start program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees.

The program recognises that employment-based training aligned to skills shortages is a critical priority for the Queensland Government. It aims to provide funding aligned to the skills needs of industry and respond to changing government priorities.

To be eligible to receive a government contribution, the apprentice or trainee must:

- have entered into a Training Contract for a qualification that is funded by the department (BSB30120 Certificate III in Business)
- be registered on DELTA with a commencement date or recommencement date on or after 1 July 2020
- select a training provider that holds SAS status for their nominated qualification (Coal Train holds SAS status for the BSB30120 Certificate III in Business)

Participants completing the BSB30120 Certificate III in Business under a Traineeship will be required to attend the face to face training sessions each month along with recording workplace tasks in the Learner App along with completing post session workplace assignments via the online learner portal.

If you are interested in signing up an employee into a Business Traineeship you will need to address the following:

- Ensure that there is a Supervisor in the workplace that holds a Certificate III in Business or there are Supervisors who collectively hold related units that the Trainee will be undertaking. Supervisors may also be able to provide demonstrated competency evidence to fulfill this requirement also
- Contact an Apprentice Connect Australia Providers (ACAP) to discuss Trainee eligibility, general information, incentives etc. regarding Traineeships
- Upon signing up a Business Trainee and selecting your Supervising Registered Training Organisation (SRTO) the Trainee can then commence training towards their qualification

FEES

Student contribution fees under the Career Start program are set at \$1.60 per nominal hour for each unit of competency/module.

Fees are payable by the employer or a third party. If the student pays the fees, the employer must reimburse their trainee within six months of payment. Fee will vary depending if students have eligible exemptions. Full contribution fee will be \$784.00 and for students who have concession or exemptions, contribution fee will be \$313.60.

For further information on your fees, please refer to the course pricing structure.

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