

BSB30120

Certificate III in Business



Who is this course for?

This course provides you with a range of career options in diverse business settings. In a friendly and supportive environment, you will develop a broad range of technology and business knowledge and practical skills. This versatile, nationally accredited qualification will prepare you for career opportunities such as administrative assistant, office assistant, customer service officer, payroll officer and data entry operator.

This course is available to all students under the Smart and Skilled initiative of Training Services NSW.

To be eligible for funding, you must:

- Be an Australian citizen, permanent resident or humanitarian visa holder
- Be aged 15 years or older
- Live or work in New South Wales
- Have left school and have no previous qualifications at Certificate IV or higher.

You will require the Language Literacy, Numeracy and Digital skills to:

- Read and comprehend the course learning content
- Conduct a basic internet search
- Engage in online learning, including video conferencing sessions
- Use a range of software to communicate electronically and create simple documents.

You may be required to have access to:

- A computer or laptop
- The internet
- Word-processing, presentation, email and spreadsheet software.



This training is subsidised by the
NSW Government.

To check your eligibility contact **MTC Australia** or visit **SmartAndSkilled.nsw.gov.au**

The NSW Department of Education has recognised our organisation as a High Performing Provider.

Core units

This course will take 6 months to complete. You must have 13 units of competency, comprised of 6 core and 7 elective units.

UNIT CODE	UNIT NAME
BSBCRT311	Apply critical thinking in a team environment
BSBPFEF201	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 communications

Elective units

Elective selection may vary according to customer requirements.

UNIT CODE	UNIT NAME
BSBTEC302	Design and produce spreadsheets
BSBTEC202	Use digital technologies to communicate in the workplace
BSBPFEF301	Organise personal work priorities
BSBTEC303	Create electronic presentations
BSBTEC201	Use business software applications
BSBTEC301	Design and produce business documents
AUMAF001	Apply for jobs and undertake job interviews

Why choose this course?

In a friendly and supportive environment, you will gain basic practical skills and fundamental operational knowledge. Our trainers are both experienced and approachable, and will work closely with you to help you achieve your goals and gain confidence with new skills and a clearer career path for your future.

Certification

Successful completion of this course will lead to a nationally recognised qualification in Australia, awarded by MTC Australia.

Should a student not complete the full qualification, a Statement of Attainment will be issued for the units in which the student is deemed Competent.

Practical Skills

The course has a strong focus on IT skills, as these are essential to administrative roles across all sectors. Other electives allow students to develop highly relevant skills such as customer service and communication.



Recognition of Prior Learning (RPL)

We recognise the prior knowledge and skills students may have gained through previous training, education or work, including formal and informal learning. Recognition of Prior Learning (RPL) is a process that assesses your competency, acquired through formal and informal learning, to determine if you meet the requirements for a unit of study.



Respect

MTC Australia celebrates the things that make us all unique and aims to make clients feel welcome, safe and supported.



Proven Results

Since 2001 we have delivered training to more than 15,000 people, empowering them to unlock their potential and create new career and life opportunities.



How to Enrol

To apply or find out more call **1300 232 663** or visit **MTCAustralia.com.au**



What we do

MTC is the social enterprise that gives people the inspiration, capability and opportunity to create a fulfilling life. We deliver high impact employment, training and youth programs that help people gain skills for employment and entrepreneurship, build self-worth, and enable possibilities for transformative change.



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MTC AUSTRALIA
Opportunities to become

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