

Business

About the course

The BSB30120 Certificate III in Business is a nationally recognised training course designed to provide you with the skills, knowledge and information to help you develop a successful career in business. The course will provide you with a range of practical skills and knowledge applicable across a range of industry sectors such as workplace health and safety, producing documents and presentations and working in a team environment.

Entry requirements

There are no formal entry requirements for this course, however students are expected to have written and spoken English skills to the certificate level of the course, as well as access to the internet and a computer in order to enrol in this course.

To allow our trainers to support your learning, you will need to complete a student profile, including language, literacy and numeracy indicator before your enrolment application is accepted.

Delivery method and course duration

Self-paced online:

Full time 12 months, part time 24 months. Students can study self-paced by studying online, supported by MAX trainers via email, phone and/or Skype.

Blended delivery:

Full time 12 months, part time 24 months. Blended learning includes face-to-face training two days per fortnight over an eight week period and online learning.

Traineeships (including school-based):

Between 12 months full time and 24 months part time. Students undertaking a traineeship will have regular workplace and contact support from MAX trainers.

Course structure

6 core units and 7 elective units.
13 units required in total.

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
- › **BSBWRT311**
Write simple documents
- › **BSBPEF301**
Organise work priorities
- › **BSBTEC201**
Use business software applications
- › **BSBOPS305**
Process customer complaints
- › **BSBXDB301**
Respond to the service needs of customers and clients
- › **BSBMMM211**
Apply communication skills

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Additional pathways

Students who successfully complete the qualification may be eligible to continue in higher level certificate courses, with any registered training organisation who holds the higher level qualification on its scope of registration.

Job prospects from this qualification vary across many industries and can include Customer Service Adviser, Data Entry Operator, General Clerk, Payroll Officer, Typist or Work Processing Operators.

Recognition of Prior Learning (RPL) and Credit Transfer

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. Students with previous skills, knowledge or experience are entitled to apply for RPL for a full qualification or individual units of competency. Students will be required to produce evidence and undertake assessment as part of the RPL process.

If you have previously completed a unit/s of competency and can provide valid evidence of AQF certification (issued by an RTO), you are eligible to apply for a Credit Transfer and would not be required to undertake further study for the unit.

You can learn more about RPL and Credit Transfer processes at: www.maxsolutions.com.au/training

Funding available

Students may be eligible for funding for this qualification via various State-based initiatives, including Skills Assure State Funded training in Queensland.

Contact us to find out more about what may be available in your State.

AQF Certification outcome

Only students who successfully complete all required units of competency will be issued with an AQF certificate II qualification. Students who complete one or more units, but do not complete the whole qualification will be issued with a statement of attainment for the completed units only.

Unique Student Identifier (USI)

It is mandatory for all students undertaking Nationally Recognised Training in Australia to have a USI.

Students will need their USI to apply to enrol for training.

Visit www.usi.gov.au for more information.

More information

For upcoming course dates, delivery locations, student handbook information (including relevant policies and procedures such as our privacy, access and equity, complaints and appeals and refund policies) please visit our website or contact our team.

Contact us



Phone
1800 021 560



Email
info@maxsolutions.edu.au



Web
maxsolutions.com.au/training