BSB30120 Certificate III in Business

DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Individuals can choose to complete a specialisation in **Business Administration**.

ELIGIBILITY/ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification however a pre-enrolment process to establish suitability to undertake the course and to determine support requirements will be conducted, which will include a Language, Literacy and Numeracy (LLN) assessment.

To ensure you have the right skills and support to succeed in your course, a Language, Literacy and Numeracy (LL&N) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

DELIVERY DETAILS

Location(s)	Duration*	Study mode
Darwin Waterfront Alice Spring Online.	12 months part-time.	Face-to-face with online tutorial support. Online

* Duration will vary depending on how long a student takes to reach the required competency level.

FEES

Fee Type	2024 Course Fees
NT Government Supported*	$1,443.00 - $1,813.00
Full Fee	$3,900.00 - $4,900.00

*This course is supported by the NT Government for domestic eligible students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to TAFE Fees and Payments

CHARLES DARWIN UNIVERSITY AUSTRALIA

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, VET RPL.

RESOURCES

Learning materials are available through CDU's learning management system, Learnline. Some units may require the purchase of a workbook. Details will be provided prior to enrolment. Computer and internet access is required to source information and complete assessments.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to BSB40120 Certificate IV in Business.

Possible occupations relevant to this qualification include:

- Customer service adviser
- Data entry operator
- Information desk clerk
- Administrative Assistant
- Office administrator
- Personal assistant
- Payroll officer
- Receptionist
- Word processing operator

QUALIFICATION CONTENT

To achieve a Certificate III in Business a total of thirteen (13) units of competency must be completed comprising Six (6) core and Seven (7) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

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 *(Select 7)*

Group A – Technology (minimum of 2 units)	
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBWRT311	Write simple documents
Group B – Business Competence	

CHARLES DARWIN UNIVERSITY AUSTRALIA

BSBPEF301	Organise personal work priorities
Group D - Customer & Client Engagement	
BSBOPS304	Deliver and monitor a service to customers
Group E – Business Administration	
BSBFIN301	Process financial transactions
BSBHRM416	Process payroll
BSBOPS301	Maintain business resources
BSBOPS303	Organise Schedules

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at Student Support.

CONTACT DETAILS

Commerce and Information Technology

E.   vet.business@cdu.edu.au
T.   08 8946 8877
W.   https://www.cdu.edu.au/study/essentials

For further information regarding student life at CDU, please refer to https://www.cdu.edu.au/study/student-life.

CHARLES DARWIN UNIVERSITY AUSTRALIA