

STEPS

What's your
next step?



BSB30120 Certificate III in Business

Skills for Education and Employment Program

BSB30120 Certificate III in Business is the ideal course for you if you're looking to start out in an entry-level business or administration role, or if you're just wanting to improve your digital technology skills. This nationally recognised qualification will equip you with the practical skills and essential knowledge to prepare you to work across a variety of workplaces.

COURSE DETAILS

Duration: 6–24 months
(depending on your weekly participation).

Start Date: You can start our course at any time throughout the year.

LOCATIONS

Queensland: Cairns, Townsville, Wide Bay and Sunshine Coast Regions

Northern Territory: Darwin and Alice Springs Regions

FEES

Eligible participants can now access free training through the Skills for Education and Employment (SEE) Program to study a BSB30120 Certificate III in Business.

DELIVERY MODE

Our course offers flexible delivery options. You must commit to attend face-to-face classes, however regular virtual classes will also be available.

CAREER PATHWAYS

Employment opportunities may include:

- Clerk
- Data Entry Operator or Word Processor Receptionist
- Office Administrator or Office Administration Assistant
- Customer Support Officer

WHAT WILL I LEARN

When studying this qualification, you will learn how to:

- Confidently use digital technology
- Design business documents
- Communicate effectively and problem solve
- Organise information
- Engage with customers and provide outstanding customer service

SEE PROGRAM ELIGIBILITY

SEE is a FREE training Program for all Australians aged 15 years and over who have left school and who need help with their language, literacy, numeracy and digital literacy skills.

To be eligible for the SEE Program you must be:

- an Australian citizen or
- a permanent visa holder or
- on a provisional or temporary visa with working rights and eligible for Adult Migrant English Program or
- a Pacific Australian Labour Mobility visa holder

And be:

- aged 15 years and over and left school, and
- need help with your reading, writing, maths, English language or digital skills

Apply today

1300 131 965

see@stepsgroup.com.au
stepsgroup.com.au/SEE



Scan for more
information
and to apply



The Skills for Education and Employment (SEE) Program is funded by the Australian Government Department of Employment and Workplace Relations.

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 applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC301	Design and produce business documents
BSBPEF301	Organise personal work priorities
BSBWRT311	Write simple documents
BSBPEF302	Develop self-awareness
BSBOPS304	Deliver and monitor a service to customers

<https://training.gov.au/training/details/BSB30120/qualdetails>

Apply today

1300 131 965

see@stepsgroup.com.au
stepsgroup.com.au/SEE



Scan for more
information
and to apply

