

STEPS

What's your
next STEP?



BSB30120 Certificate III in Business

Skills for Education and Employment Program

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 variety of workplaces.

COURSE DETAILS

Duration: 6–24 months (depending on your weekly participation). This will be outlined in your Individual Learning Plan.

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, Katherine and Alice Springs Regions

FEES

Eligible participants can now access free training through the Skills for Education and Employment (SEE) Program to study a BSB30210 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. STEPS wants to ensure you get the best possible experience so all students are provided with an Individual Learning Plan, to help you stay on track and achieve your goals.

ENTRY REQUIREMENTS

Completion of a digital literacy skills assessment prior

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

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

Apply today

1300 131 965

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



Scan for more information
and to apply



NATIONALLY RECOGNISED
TRAINING

RTO 1847



skills for
education and
employment

An Australian Government Initiative

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

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