

STEPS

STEP into a world
of opportunity



BSB30120 Certificate III in Business

Career Start

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: 52 weeks full-time study online

Start date: Monthly enrolments

Locations

Delivery online for people residing in Queensland. Enrolments can also be completed at any STEPS site in Queensland.

Fees

Concession: \$99

Non-concession: \$249

Delivery mode

Online

What will I learn

When studying this qualification, you will learn how to:

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

Career pathways

Employment opportunities may include Receptionist, Office Administrator, Customer Support Officer or Personal Assistant.

Eligibility

To be eligible, you must:

- Be aged 15 years or older, and no longer in school
- Permanently live in Queensland
- Be an Australian or New Zealand citizen, Australian permanent resident (includes humanitarian entrants), or a temporary resident with an eligible visa subclass
- Not already have a certificate III or higher qualification completed within the last 10 years (qualifications completed as a school student, and foundation skills qualifications don't count)
- Not be enrolled in another qualification, even if it's on hold or deferred, whether funded by the Department of Trade, Employment and Training or not (foundation skill qualifications don't count).

Apply today

1300 131 965

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Framework



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Units of study

BSBCRT311	Apply critical thinking skills in a team environment
BSBSJS211	Participate in sustainable work practices
BSBPEF201	Support personal wellbeing in the workplace
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBPEF301	Organise personal work priorities
BSBWRT311	Write simple documents
BSBPEF302	Develop self-awareness
BSBOPS304	Deliver and monitor a service to customers
BSBTEC301	Design and produce business documents

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

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This project is proudly supported and funded by the Queensland Government. Career Start supports Queensland job seekers to start their career or move into more skilled roles or full-time employment. RTO 1847.