



## Interested in increasing your business skills? Certificate III in Business BSB30120

### About the course

This course will provide a sound knowledge and skill base for your business and administrative career. You will gain a broad range of skills which includes using computer applications, customer service, creating business documentation, as well as working effectively within a team. This course can be delivered as both part of a traineeship or as a non-trainee.

### Who should attend?

Existing administrative staff and those wishing to upskill to provide administrative or operational work support.

Possible job roles could be	Assessment	Possible Delivery Modes
<ul style="list-style-type: none"> <li>○ Receptionist</li> <li>○ Office administrator</li> <li>○ Administration assistant</li> <li>○ Accounts payable and receivable clerk</li> <li>○ Data entry operator</li> <li>○ Junior personal assistant</li> </ul>	<p>Assessment is ongoing during the program and includes undertaking workplace specific activities. The assessments consist of Q&amp;A, project, practicals, and observations. This is completed partially within the classroom with an expectation of approximately additional 3 hours per week of self-paced study.</p>	<p>Delivery for this course is available in multiple modes.</p> <p>Our preferred and most popular deliver mode:</p> <p><u>Virtual Classroom:</u> 3 hour classes every 3 weeks, with a trainer and other students. Requires logging into the virtual classroom platform.</p>
<h3>Recognition of Prior Learning (RPL)</h3> <p>RPL is available for each unit of competency based on relevant workplace experience, formal training or other expertise. Recognition will involve submission of evidence.</p>	<h3>Access and Equity</h3> <p>Integrity Business College encourages participants who have disabilities to apply.</p>	<p><u>Physical Classroom:</u> weekly or fortnightly classes held in our offices.</p> <p><i>Traineeships: trainees will undertake either of the above options, in addition to 4 workplace visits within a 12 month period.</i></p>
<h3>Course Fees</h3> <p>Fees are variable subject to eligibility for Government subsidised training. Please contact us for more information.</p>	<h3>Duration</h3> <p>The minimum duration is 11-12 months depending on current skills, knowledge and previous experience.</p>	<p>*In specific cases, other tailored options may be available.</p>

For more information, please visit our website  
[www.integritybusinesscollege.com](http://www.integritybusinesscollege.com)

### Prerequisites and pathways for the qualification

There are no entry requirements for this qualification but participants are subjected to a pre-training review to confirm suitability. Possible qualification after successful completion is Certificate IV in Business.

### Requirements to receive the Certificate III in Business

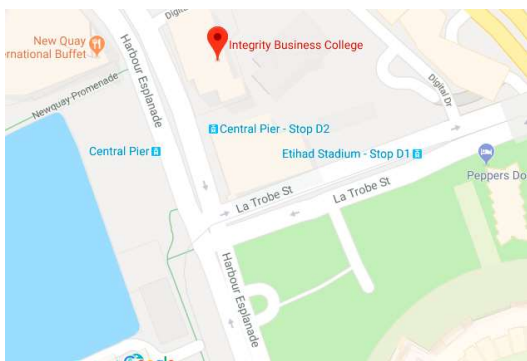
This qualification requires the demonstration of competency in a minimum of 12 units.

### Potential Units Covered

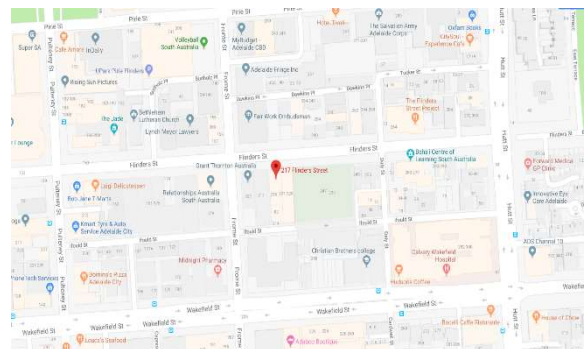
- BSBWHS311 – Assist with Maintaining Workplace Safety
- BSBCRT311 – Apply Critical Thinking Skills in a Team Environment
- BSBSUS211 – Participate in Sustainable Work Practices
- BSBPEF201 – Support Personal Wellbeing in the Workplace
- BSBTWK301 – Use Inclusive Work Practices
- BSBXCM301 – Engage in Workplace Communication
- BSBTEC302 – Design and Produce Spreadsheets
- BSBPEF301 – Organise Personal Work Priorities
- BSBOPS202 – Engage with customers
- BSBXTW301 – Work in a Team
- BSBOPS304 – Deliver and Monitor a Service to Customers
- BSBWRT311 – Write Simple Documents
- BSBFIN301 – Process Financial Transactions
- BSBINS303 – Use Knowledge Management Systems
- BSBOPS305 – Process Customer Complaints

### Locations

Level 4, Suite 401B  
198 Harbour Esplanade, Docklands, 3008



217 Flinders Street, Adelaide, 5000



Integrity Business College Australasia Pty Ltd (RTO # 21739)  
Level 4, Suite 401B, 198 Harbour Esplanade, Docklands VIC 3008  
Adelaide: 217 Flinders Street, Adelaide SA 5000

1300 731 451