



Learn for Life

# BSB30120 Certificate III in Business

Boost your career in business and learn the skills and knowledge you need to prepare you for jobs across a diverse range of industries..



**Duration:**  
6 - 12 months



**Method:**  
Online, RPL



**Payment:**  
Upfront, Pay Per Unit



**Funding:**  
Certificate 3 Guarantee, User Choice

## What can I expect?

Are you looking to enter the business world with an eye on future possibilities? Whether you are looking to kickstart your business career or develop your knowledge, this qualification will help you build your practical skills and is designed to help you progress your career, opening opportunities for new roles.

You will learn and consolidate skills for your chosen career and transfer your practical skills and fundamental operational knowledge to real outcomes.

## Career Pathway Potential



**Personal Assistant**



**Receptionist**



**Data Administrator**



**Administration Assistant**

## Qualification Structure

**Total Number of Units: 13**

✓ **6 Core Units**

✓ **7 Elective units**



## Core Units:

### **BSBPEF201**

Support personal wellbeing in the workplace

### **BSBCRT311**

Apply critical thinking skills in a team environment

### **BSBTWK301**

Use inclusive work practices

### **BSBSUS211**

Participate in sustainable work practices

### **BSBWHS311**

Assist with maintaining workplace safety

### **BSBXCM301**

Engage in workplace communication

## Elective Units:

### **BSBTEC201**

Use business software application

### **BSBWRT311**

Write simple documents

### **BSBPEF301**

Organise personal work priorities

### **BSBOPS304**

Deliver and monitor a service to customers

### **BSBOPS301**

Maintain business resources

### **BBSBTEC301**

Design and produce business documents

### **BSBTEC302**

Design and produce spreadsheets



### Workplace Requirement

Not applicable

### Entry Requirements:

Not applicable