

Certificate III in Business

BSB30120

Why Choose NEVC for your Training Needs?

Qualification Overview

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Customised to your business needs

Training and assessment can be flexible and tailored to individual or business needs, built the way the employer wants. Options include:

- on-line or workbooks, with no face-to-face classes to attend, supported by the trainer (phone & email contact)
- In the workplace, supported by visits by the trainer.
- A combination of both

Trainers are highly experienced

Our trainers are all qualified workplace trainers/assessors as well as having extensive experience working in a business environment.

Comprehensive RPL Process

Our trainers are committed to recognising an individual's industry knowledge and experience.

Depending on an individual's ability, and their exposure to industry, there is the ability to fast-track many aspects of the training.

Rolling Intakes

Training can start at any time throughout the year – no need to wait for a new semester to begin.

Course Fee

This qualification may be subsidised by the South Australian Government for eligible participants.

JobTrainer eligible funded: **\$250**

non JobTrainer eligible funded: **\$600**

Fee For Service: **\$3,800**



This course is subsidised by the Government of South Australia for eligible participants, visit www.skills.sa.gov.au for Participant Eligibility Criteria.

**For further information please contact us on
8397 9500 or nevc@neda.asn.au**



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**Government
of South Australia**

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Training Plan (Sample)

The Certificate III in Business has a good level of flexibility when selecting units for the training plan. There are 6 compulsory units, with an additional 7 elective units required (13 units in total). The elective units can be selected from a vast range of subject areas including:

- Technology
- Business Competence
- Stakeholder Relations
- Teamwork and Relationships
- Business Administration
- Medical Administration
- Records and Information Management
- Customer and Client Engagement

Certificate III in Business – BSB30120		
Unit Code	Unit Title	Nominal Hours
<u>Core Units</u> (6 required)		
BSBCRT311	Apply critical thinking skills in a team environment	40
BSBPEF201	Support personal wellbeing in the workplace	50
BSBSUS211	Participate in sustainable work practices	20
BSBTWK301	Use inclusive work practices	30
BSBWHS311	Assist with maintaining workplace safety	40
BSBXCM301	Engage in workplace communication	40
<u>Electives</u> (7 required)		
BSBWRT311	Write simple documents	30
BSBTEC302	Design and produce spreadsheets	35
BSBPEF301	Organise personal work priorities	30
BSBOPS304	Deliver and monitor a service to customers	35
BSBOPS305	Process customer complaints	30
BSBTEC301	Design and produce business documents	80
BSBTEC303	Create electronic presentations	20
Total		480

