



BSB30120

Certificate III in Business

(specialisation Administration)



Course 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. Specialising in skills and knowledge for the Business Administration job role.

There are no specific entry requirements for this program, and it is targeted for domestic, corporate and industries for students wishing to obtain higher degree qualifications. The development of the program was with a consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist Business industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. **You are expected to supply your own device such as a laptop, notebook or Ipad** that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs. As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

The course is a pack of 13 units of competence with 6 core units and 7 elective units. This course has been designed to suit the needs of those who wish to complete Business studies for the Word Processing Operator, Information Officer, Data Entry Operator, Customer Service Officer, Payroll Officer, Clerical Officer environments in the business sector.

Units of Competency

Course Units		
BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBTWK301	Use inclusive work practices	Core
BSBWHS311	Assist with maintaining workplace safety	Core
BSBXCM301	Engage in workplace communication	Core
BSBTEC303	Create electronic presentations	Elective
BSBTEC301	Design and produce business documents	Elective
BSBPEF301	Organise personal work priorities	Elective
BSBFIN301	Process financial transactions	Elective
BSBFIN302	Maintain financial records	Elective
BSBOPS301	Maintain business resources	Elective
BSBOPS303	Organise schedules	Elective

Duration

- The training program will be a period of 52 weeks.
- A student will be offered the entire 13 UOC prior to exit or a component of a qualification dependent on their enrolment requests

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework.



Total Course Fee

Full Cost: \$3,750.00

RPL Cost: \$950.00

RPL Assessment Fee: \$150.00
(Assessment fee for initial review)

Certification

All assessments must be completed successfully for the issue of a certificate for BSB30120 Certificate III in Business. Completion of less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.

Enrolment Fee Payment

Career Development and Training collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration:

- Students, or the person responsible for paying the tuition fees, can pay via instalments;
- A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.

Policies and Procedures

Assessment

CDT will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include a combination of various styles of assessments to be completed in-class or online via Moodle. You can study by distance.

Recognition of Prior Learning (RPL) – is offered for more information – refer to website www.cd.edu.au

Re-Assessment

Where a student fails one (1) or more assessment methods within a single Unit of Competency (UOC), they are to be re-assessed once, free of charge, and this must be completed within the immediate operational study period or as soon as possible following that study period, as per Career Development and Training's re-assessment policy. If the student does not pass one (1) or more assessment methods following the free re-assessment period they are to be offered two (2) more opportunities for reassessment, with the provision, that they must be charged a fee for each opportunity within the immediately following study period or as soon as possible following that study period. Refer to policies and procedures in Student Information Handbook on website: www.cd.edu.au

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