



RTO No: 45271 RTO CRICOS Code: 03646D

BSB30120 Certificate III in Business

CRICOS Course code 105488J

Course currency status: Current

Course Description

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.

Target market

The target group is international students:

- who possess an appropriate visa that allows them to study at an Australian registered CRICOS provider.
- who have successfully completed the Australian equivalent of year 11 or 12.
- with little or no vocational experience.
- That wish to undertake the course to access further educational or employment opportunities related to the course outcomes.
- Who are at least 18 years of age at course commencement.

Course structure

Students are required to complete 13 units. This consists of 6 core units and 7 elective units.

Core Unit

BSBCRT311 Apply critical thinking skills in a team environment

BSBPEF201 Support personal wellbeing in the workplace

BSBSUS211 Participate in sustainable work practices

BSBTWK301 Use inclusive work practices

BSBWHS311 Assist with maintaining workplace safety

BSBXCM301 Engage in workplace communication

Elective Units

BSBCMM411 Make presentations

BSBMKG434 Promote products and services

BSBOPS304 Deliver and monitor a service to customers

BSBOPS305 Process customer complaints

BSBPEF301 Organise personal work priorities

BSBTEC301 Design and produce business documents

BSBWRT311 Write simple documents



NATIONALLY RECOGNISED
TRAINING

Location

Training and assessment will take place at the Shop 2 746 Swanston Street, Carlton VIC 3053

Course Intakes

Four intakes a year.

Qualification

Upon successful completion of 13 units of competency, the participant will be issued a Nationally Recognised BSB30120 Certificate III in Business. Where a participant successfully completes some but not all of the units of competency in the course they will be issued a Statement of Attainment indicating the units they have successfully

completed.

Delivery Methods

The course is delivered via face to face training and independent study. The following techniques are employed during face to face delivery depending on the subject matter: trainer demonstrations, power point presentations, individual tasks, case studies, research, role plays, practical demonstrations and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students' complete tasks to workplace standards. Students also undertake independent study and assessment activities in addition to scheduled classes. Examples of activities include undertaking homework set by trainers, research, reading, practicing applying knowledge and skills learnt in class, and preparing for and undertaking out of class assessment tasks.

Assessment Methods

Assessment methods used include knowledge questions, reports, case studies, research activities and practical demonstrations/ observations. Methods also include simulated workplace environments whereby workplace environments and conditions are simulated and student student's complete tasks to workplace standards.

Course Duration

This course is delivered over 52 weeks including holidays. This includes 40 weeks of term time and 12 weeks' holiday. Term time consists of four 10 week terms. Holiday periods include three 3-week term holidays and a 3 week Christmas holiday. During term time students attend scheduled face to face classes for 20 hours per week. Students will be required to undertake additional independent study, homework and assessment activities completed outside of the classroom for approximately 12 hours per week. Total study commitment per week is 32 hours. Total course study commitment is 32 hours x 40 weeks term time = 1,280 hours.

Entry requirements

Students must be over 18 years of age at the time of course commencement.

Students must secure an appropriate visa that allows them to study in an Australian Registered Training organisation prior to course commencement.

Academic entry requirements

To gain entry to this course, students should have successfully completed year 12 or secondary studies in applicants' home country equivalent to an Australian Year 11* or 12 qualifications. (*Subject to the country Assessment Level) and course.

English Language entry requirements

Applicants for this qualification must have a minimum English language proficiency of IELTS 6 (overall band) or an equivalent exam result recognised by the Australian Department of Home Affairs.

Applicants can also arrange to undertake an English language test with the Institute to demonstrate their English language proficiency.

Refer to the Student Handbook or contact the College for further details on course entry requirements.

Pre Training Review

To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, we review applicants existing knowledge, skills, experience and qualifications. You will be asked to complete this Pre Training Review form during the enrolment process by providing details of your existing knowledge, skills, experience and qualifications that are relevant to the course being applied for. Australian Design College will then review this information and respond to you with the outcome of the review.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all of your intended course, based on your previous experiences and learning.

Credit Transfer

You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered Training Organisation. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

Training Pathway

On successful completion of this course students may progress onto the BSB40120 Certificate IV in Business or related business courses.

Employment Pathway

Successful completion of this qualification may provide access to career opportunities within a range of roles in business contexts providing technical and support within a team, for example working in a customer service team providing technical advice and support.

Tuition fee: \$ 10,000

Enrolment Fee: \$500

Payment – On enrolment \$2500 is payable of which \$500 is a non-refundable Enrolment fee. The balance of the course fee is paid in equal instalments prior to the commencement of terms 2, 3 and 4.

Recognition of prior learning fee - \$500 per unit of competence. All fees indicated are in Australian dollars.

Further information

Please contact the Training Manager on 0413 893 328 or by e-mail at info@adcpl.edu.au or visit the head office at Shop 2 746 Swanston Street, Carlton VIC 3053, Information may also be accessed via the College website at www.adcpl.edu.au.