



**BUSINESS**

**BSB30120**

**Certificate III in Business**

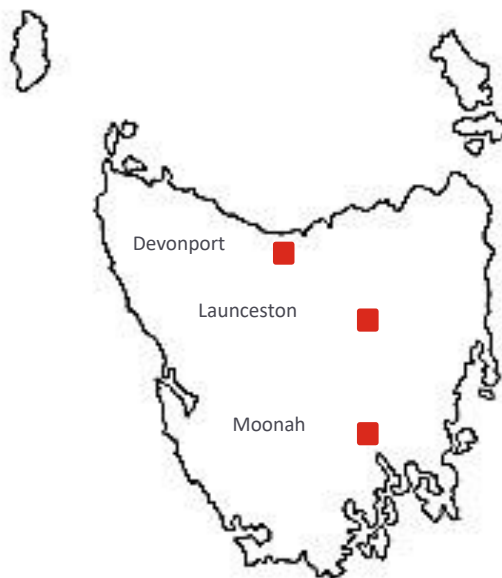
## Overview

Work & Training is Tasmania's largest not-for-profit registered training organisation (RTO).

Our primary goal is to be the provider of choice for training services in Tasmania - for employers and individuals alike.

We are based in three convenient locations around Tasmania.

*For more information and to assess suitability for the course contact us:*



1300 309 675



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Provider no: 1126

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**intowork**  
Australia

## Course Information

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| <p>◇ Training will be delivered by one of our professional trainers who have extensive industry experience.</p>        | <p>◇ The program is offered over a maximum of 2 years for Full Time employees and 3 years maximum for Part Time employees.</p>                                  |
| <p>◇ The qualification is offered in an on-the-job capacity, involving training and assessing in the workplace.</p>    | <p>◇ The qualification will be delivered under a workplace traineeship arrangement, where funding may be available resulting in a \$600 administration fee.</p> |
| <p>◇ Facilitated off-job workshops at Work &amp; Training premises are offered to supplement the training process.</p> | <p>◇ On Successful completion you will be awarded with the nationally recognised qualification BSB30120 –Certificate III in Business.</p>                       |
- ◇ For information regarding refunds, LLN issues, Recognition of Prior Learning, available support services and other relevant information, please refer to our Student Guide Handbook. This can be provided on request.

## Course Content

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| <p>◇ The Certificate III in Business 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.</p> | <p>◇ Training utilises materials such as learner's guides, relevant websites, video clips and paper based/ electronic resources.</p> |
| <p>◇ You will develop skills including but not limited to the following:</p> <ul style="list-style-type: none"> <li>✓ Apply critical thinking skills in a team environment</li> <li>✓ Support personal wellbeing in the workplace</li> <li>✓ Participate in sustainable work practices</li> <li>✓ Use inclusive work practices</li> <li>✓ Assist with maintaining workplace safety</li> <li>✓ Engage in workplace communication</li> </ul>  | <p>◇ Assessments will be conducted using a variety of Assessment tools including Observation and Knowledge assessments.</p>          |