



Admin Assistant

Receptionist

Home Business

RPL Available

**Enrol
Now!**

BSB30120 Certificate III in Business

Career Start Subsidised Training is Available

***Funding eligibility criteria applies**

Co-contribution Fees apply for Subsidised Training

Mainstream

- Concessional - \$50.00 per unit
- Non-Concessional - \$100.00 per unit

Traineeship

- \$1.60 Per Nominal Hour

If not eligible for funded option: Full Fee for Service will Apply \$5,720.00

***Note - Payment Plans can be organised on request**

For more information or enrolment,

please email skilling@rapad.com.au or call 07 4652 5600

www.rapadskilling.com.au

Delivery Mode combining:

- Face to Face Training
- Online
- Zoom Virtual Classrooms
- Workplace (if applicable)



**NATIONALLY RECOGNISED
TRAINING**



**Proud to be a Queensland Government
subsidised training provider**



**Trained in the outback.
Ready for the world.**

BSB30120 Certificate III in Business

Course Overview

To achieve BSB30120 Certificate III in Business, a total of 13 units of competency must be completed, comprising of 6 core units and 7 elective units. This is a self paced course that will take between 6 -18 months depending on the learner and their individual circumstances (up to 24 months if undertaken as a traineeship). Training is available in a variety of locations and can vary depending on the delivery mode selected. Our RAPAD Skilling trainers travel to the seven RAPAD council regions of Longreach, Winton, Barcaldine, Blackall-Tambo, Boulia, Diamantina, Barcoo and beyond.

Core Units

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

BSBTEC301 Design and produce business documents
BSBTEC302 Design and produce spreadsheets
BSBPEF301 Organise personal work priorities
BSBOPS304 Deliver and monitor a service to customers
BSBOPS305 Process customer complaints
BSBOPS301 Maintain business resources
BSBINS302 Organise workplace information



Work Placement

Work placement is gained for this qualification through the traineeship.

Credit Transfer

Credit Transfer is available and free of charge if the learner currently already holds a unit of competency and can provide evidence documents.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is conducted for experienced workers seeking to have their current skills and knowledge acknowledged. The RPL process requires the collection of evidence documents to support the determined outcome.

Award

On successful completion of all units of competency and course requirements, the learner will be awarded the BSB30120 Certificate III in Business

