



BSB30120

Certificate III in Business

Developing business professionals

*This training is subsidised by the NSW Government

BSB30120 Certificate III in Business

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.

The units offered in the Business training package are flexible and designed to apply to anyone working in a business environment.

Subsidised Course Fees*

Eligibility criteria applies under NSW Smart and Skilled. Eligibility will be checked and confirmed prior to enrolment.

New Entrant Traineeship	\$0
School Based Traineeship	\$0
Fee-free Scholarship	\$0
Fee Exemption	\$0
Fee-free Training [^]	\$0
Concession	\$240
First Qualification	\$1,320
Second Qualification	\$1,580

[^]Training in priority qualifications is fee-free and fully funded by the NSW and Commonwealth governments.

Non-subsidised Course Fees

VET in Schools (EVET)	\$P.O.A
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Australian
Qualifications
Framework



www.kts.edu.au

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KARBEN Training Solutions National Identifier 91167

Monka Pty Ltd ABN 90 102 857 689 t/a KARBEN Training Solutions (RTO)

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Registered Training Organisation
National ID 91167

Program Outline

Qualification	BSB30120 Certificate III in Business
Duration	12 month enrolment period
Delivery options	Work-based or Blended
Suitable for	New and experienced business professionals

Units of Competency (UOCs)

This qualification includes 13 units of competency: 6 core UOCs and 7 elective UOCs

BSBTWK301	Use inclusive work practices	Core
BSBXCM301	Engage in workplace communication	Core
BSBWHS311	Assist with maintaining workplace safety	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBPEF301	Organise personal work priorities	Elective
BSBSUS211	Participate in sustainable work practices	Core
BSBTEC201	Use business software applications	Elective
BSBINS302	Organise workplace information	Elective
BSBWRT311	Write simple documents	Elective
BSBINS303	Use knowledge management systems	Elective
BSBINS307	Retrieve information from records	Elective
BSBINS309	Maintain business records	Elective
BSBCRT311	Apply critical thinking skills in a team environment	Core

Enrolment options	New Entrant Traineeship (NE)	Existing Worker Traineeship (EW)	Smart & Skilled Entitlement (EFQ)	School Based Traineeship (SBAT)
Fee-free available	Yes*	No	Yes [^]	Yes*
Subsidised fees available	Yes*	No	Yes*	Yes*
Employment status	Fulltime or Part time	Fulltime or Part time	N/A	Part time
Minimum employment hours	15 hours p/w	15 hours p/w	N/A	7 hours p/w
Enrolment duration	12 months	12 months	12 months	24 months
Competency-based early completion	Yes	Yes	Yes	Yes
Course fee	\$0 - \$1,000*	\$P.O.A	\$0 - \$1,580*	\$0 - \$1,000*

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[^] Training priority qualifications if fee-free and fully funded by the NSW and Commonwealth governments. Eligibility criteria applies.

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