

BSB30120 Certificate III in Business



Are you looking to equip yourself with all the job-ready skills you need to thrive in the exciting and fast-paced business world?

Then this nationally-recognised course can help you develop the skills needed to get ahead and immediately work in a range of clerical and administrative roles. Learn a broad range of business skills that will unlock diverse career options, and give you the confidence to achieve your career goals.

The Certificate III in Business (BSB30120) is an entry level qualification that provides you with the essential skills and knowledge needed to carry out a range of administrative and clerical tasks, which may help you pursue career pathways in various administrative or business roles.

You will gain essential communication and teamwork skills, along with business competence, teamwork and relationships, customer service, and records management. You will undertake a series of units designed to develop your skills and apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge and may provide technical advice and support to a team.

On completion, you will have the knowledge and tools required to communicate effectively in various business situations including colleagues and customers and will be able to carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

Entry Requirements

There are no entry requirements for this qualification.
Enquire today to check the eligibility requirements and delivery models.



Career Prospects

- **Administration Assistant**
- **Receptionist**
- **Customer Service Advisor**
- **Office Junior**
- **General Clerk**



Ready to Enrol?

- **Call (02) 9838 0567**
- **Visit [mets.edu.au](https://www.mets.edu.au)**



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Support and Delivery

METS Training Services are committed to providing our Learners with the support and resources necessary to enhance their training experience. We offer a range of standard and specialist student services to meet your needs across all modes of delivery.

Our students receive ongoing support from their own METS Trainer by regular visits to their service, via our METSOnline training portal, phone, email or online meetings. Learners also have access to METSOnline for all learning materials, assessment submission and enables communication of valuable information with students and ensures flexibility & accessibility to records and resources 24 hours a day, 7 days a week.

Whatever your needs or circumstances, we have the people, resources, facilities to support you in progressing in your studies.

*If for some reason you do not have access to the internet, please contact our office to arrange an alternative study solution. Hard copies of learning materials can also be provided on request.

Funding and Payment Options

There are a wide variety of funding options available, from Government Funding and Subsidised Training through to fee-for-service. Flexible payment options and plans are available for all fee-paying students.



Course Duration

12 Months as a Full-time Learner. Part-time study terms are also available.



Units

Total number of units - 13
6 Core Units
7 Elective Units

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 communications
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF301	Organise personal work priorities
BSBTEC202	Use digital technologies to communicate in a work environment
BSBWRT311	Write simple documents
BSBTEC303	Create electronic presentations
BSBTEC302	Design and produce spreadsheets
BSBTEC301	Design and produce business documents
BSBOPS304	Deliver and monitor a service to customers

*Alternative Elective Units may be selected