

# Certificate III in Business

Career skills for the teams of tomorrow



Western Business School is a registered training organisation delivering nationally recognised training. We have a commitment to helping people achieve their learning goals in a fun and supportive learning environment.

Western Business School provides specialised industry training for anyone considering a career and employment within the business services industry.

#### Pathways into this qualification include:

- BSB20120 Certificate II in Workplace Skills or other relevant qualification
  - Vocational experience assisting in a range of support roles but without a qualification
- No experience, but a desire to work in a business services environment

#### Pathways from this qualification include:

- BSB40120 Certificate IV in Business or other business qualifications

The Certificate III in Business provides students with a range of well developed office, computer, business skills, understanding and knowledge on how to work effectively in a workplace.

This qualification is tailored by Western Business School to develop your business skills. Successful completion will provide students with the ability to gain employment and further their career.

**Such job roles typically include, but are not limited to:**

- **Customer Service Advisor**
- **Payroll Officer • Receptionist • Administration Assistant**
- **Project Support Officer • Business Trainee**

## Your Choice of Study Pathways

### Units of Study

#### Core Units

BSBWHS311	<b>Assist with maintaining workplace safety</b> 40 hrs
BSBTWK301	<b>Use inclusive work practices</b> 30 hrs
BSBCRT311	<b>Apply critical thinking skills in a team environment</b> 40 hrs
BSBPEF201	<b>Support personal wellbeing in the workplace</b> 50 hrs
BSBSUS211	<b>Participate in sustainable work practices</b> 20 hrs
BSBXCM301	<b>Engage in workplace communications</b> 40 hrs

#### Elective Units

BSBTEC201	<b>Use business software applications</b> 60 hrs
BSBTEC301	<b>Design and produce business documents</b> 80 hrs
BSBPEF301	<b>Organise personal work priorities</b> 30 hrs
BSBTEC302	<b>Design and produce spreadsheets</b> 35 hrs
BSBTEC202	<b>Use digital technologies to communicate in a work environment</b> 20 hrs
BSBTEC303	<b>Create electronic presentations</b> 20 hrs
BSBOPS304	<b>Deliver and monitor a service to customers</b> 35 hrs

## At a Glance

- A nationally recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Meeting new people
- Gaining confidence in your employment skills.

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**How many units can I do?** Participants need to successfully complete 13 units of competency

**Who can undertake the training?** Our entry requirements are that students are competent in written and spoken English

**Course pre-requisites?** There are no pre-requisites for this course

**Duration** – 1 year

With regular contact with your Trainer/Assessor a minimum of 5 visits to your workplace, and support from both your employer and workplace supervisors, you'll gain your nationally recognised qualification with plenty of on the job practice! Are you ready to commence your career?

**How is the course trained and assessed?** The course consists of both theory and practical elements and is completed via assessment within the workplace. Throughout the duration of your training program, you will be provided with feedback on your progress, ensuring you have the skills and knowledge required at the time of assessment. The assessment process will include written and practical activities, which includes demonstration and observation of your skills. This course will require some time away from the working desk completing assignments and self-paced exercises.

**What is Recognition of Prior Learning (RPL)?**

If you believe you are already competent in a number of skills through your work or life experience, then those skills may be formally recognised via our RPL program. As part of the RPL assessment your existing skills and knowledge will be assessed by a qualified assessor. You can demonstrate your competence in a variety of ways including performing tasks, sharing your anecdotes about how you carry out tasks in the workplace or providing work samples.

**The benefits of applying for RPL**

- It can accelerate you through your qualification
- It recognises your experience as valuable
- Reduces your study load

**Credit Transfer** Credit Transfer is the process where the Western Business School accepts and provides credit to you for units of competency that you have previously completed at another training organisation. If you believe you have a Certificate of Qualification or Statement of Attainment for any units previously completed Western Business School will confirm the unit and award a Credit Transfer to you.

**The benefits of applying for a Credit Transfer**

- It can accelerate you through your qualification
- Reduced study load
- Better planning of future training

**NSW**

This training is subsidised by the NSW Government. Commonwealth Government Funding is also available. The Smart and Skilled website is available for you to access at any time. <https://smartandskilled.nsw.gov.au/> or call 1300 772 104. The General Manager of WBS is the delegated Consumer Protection Officer and can be contacted on 1300 656 461 Refer to our website for details relating to any complaints and/or appeals.

**VIC**

This training is delivered with Victorian and Commonwealth Government Funding. Eligibility criteria will apply. Where government subsidies apply, please note enrolment into this VET course will impact your access to future subsidised training. You may not be eligible for further subsidised training or you may exhaust your entitlement to lifetime limits of undertaking training in courses at the same level. Upon successful completion of this qualification, you may only access subsidised training if upskilling.

Melbourne  
9/651 Victoria St  
Abbotsford  
VIC 3067

Sydney  
WOTSO Workspace  
9 George St  
North Strathfield  
NSW 2137

Brisbane  
1a / 45 Cordelia St  
South Brisbane,  
QLD 4101

p 1300 656 461  
f 1300 360 179

p 1300 760 099  
f 1300 360 179

p 1300 311 272  
f 1300 422 940

## Getting Started

Have you recently applied for a Traineeship Course?

Our Orientation session provides all course information in detail

Yes

No



Apply for your Traineeship course today and receive a nationally recognised qualification on successful completion

[https://wpc.jobreadygateway.com.au/apprentice\\_registration/step\\_one/new](https://wpc.jobreadygateway.com.au/apprentice_registration/step_one/new)

**WBS adheres to principles of access and equity**

Training and employment services are available to all clients regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment. Western Business School encourages individuals with disabilities to apply.

## Course Fee Information

BSB30120 CERTIFICATE III IN BUSINESS DELIVERY WITH GOVERNMENT FUNDING			
VICTORIA ^			
	Tuition Fees	Concession	
With Skills First funding	\$1,500.00	\$300.00	
Fortnightly instalment	\$75.00	\$15.00	
Estimated Victorian Government contribution		\$4,165.00	
^ This training is delivered with Victorian and Commonwealth Government Funding.			
NEW SOUTH WALES**			
	Tuition Fees	Concession	
Smart & Skilled funding	\$0.00	\$0.00	
Fortnightly Instalment	\$0.00	\$0.00	
Smart & Skilled traineeship scholarship	\$0.00 fees		
** This training is subsidised by the NSW Government through Fee Free Traineeship Initiative			
FEE FOR SERVICE DELIVERY			
	NSW	QLD	VIC
	✓	✓	✓
Tuition fees	\$4,000.00		
Fortnightly instalment	\$200.00		
The student tuition fees as published are subject to change given individual circumstances at enrolment. All materials are inclusive. No other fees are associated with this course. WBS does not hold more than \$1500 in advance for training yet to be delivered and participants will not prepay more than \$1500 in advance.			

## Would you like more information?

Contact our friendly team at Western Business School (TOID: 4183)  
Phone: 1300 656 461

Download the Participant Handbook at [www.wbs.org.au](http://www.wbs.org.au)