

# FACT SHEET

## Certificate III in Business

### BSB30120



The National Finance Institute

National Provider Number: 31203



#### **What is this course?**

This BSB30120 Certificate III in Business course has replaced our BSB30415 Certificate III in Business Administration. It offers a large range of topics from which to choose including some specialised units. The topics and ultimate qualification will provide you with the skills required to perform common business-related tasks such as producing documents, handling customers and a variety of entry-level workplace practices, depending on the electives you choose. It is not essential for students to have access to a workplace while undertaking this course. Study the full course or just one unit at a time and topics are available online at any time.



#### **How can I use this course in the workforce?**

This would be a good course to undertake if you see yourself starting or building a career in an office environment, including where you may be aiming to eventually provide basic technical support or general or administrative support to a team. It is a course suitable for all ages and offers topics on communicating in business, using business technology, producing workplace documentation eg. basic spreadsheets or presentations, as well as the choice of some entry-level financial topics. Possible job outcomes for trainees include starting out as a personal assistant, receptionist, junior secretary, office administration assistant, office administrator, clerk, data entry operator or word processor.

#### **What are the entry requirements / pre-requisites?**

There are no pre-requisites for this course other than basic computer skills and adequate literacy and numeracy skills.

#### **What materials or equipment do I need?**

Access to a computer/laptop is required with MS Office or an equivalent eg. Google docs/sheets/slides, in order to access a word processing program as a minimum. A keyboard is a necessity. No additional text books are required in order to study this course.

#### **Can I choose the Units I prefer?**

**13 Units** of Competency are required to be completed, these are comprised of 6 Core Units and 7 Elective Units. Of the Elective units you choose, 2 units must be selected from the Group A units listed below and 1 unit from Group B. The remaining 4 can be topics you prefer, from any Group. Units chosen should be relevant to the work outcome that you desire. Our website has some suggestions of how you may wish to group your topics.

<b>Core Units:</b>	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
	BSBXC301	Engage in workplace communication

#### **Elective Units:**

##### **Group A – Technology:**

BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBWRT311	Write simple documents
BSBXCS303	Securely manage personally identifiable information and workplace information

##### **Group B – Business Competence:**

BSBPEF301	Organise personal work priorities
BSBPMG430	Undertake project work
BSBSTR301	Contribute to continuous improvement to meet legislative requirements

##### **Group C – Teamwork and Relationships:**

BSBCRT412	Articulate, present and debate ideas
BSBLDR301	Support effective workplace relationships
BSBXTW301	Work in a team

*Elective unit choices continued overleaf...*

Phone:  
1300 765 400

Email:  
enquiries@financeinstitute.  
com.au

Post:  
PO Box 1354, Capalaba  
Business Centre Qld 4157



*Elective unit choices continued:*

**Group D – Customer and Client Engagement:**

BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
ICTSAS305	Provide Information and Communications Technology (ICT) advice to clients
SIRXCEG002	Assist with customer difficulties
SIRXCEG005	Maintain business to business relationships
SIRXMKT001	Support marketing and promotional activities
SIRXPDK001	Advise on products and services

**Group E – Business Administration:**

BSBFIN301	Process financial transactions
BSBFIN302	Maintain financial records
BSBHRM416	Process payroll
BSBINS202	Handle receipt and dispatch of information
BSBOPS301	Maintain business resources
BSBOPS303	Organise schedules
BSBPUR301	Purchase goods and services

**Group F**

Not applicable

**Group G – Records and Information Management:**

BSBINS302	Organise workplace information
BSBINS303	Use knowledge management systems
BSBINS307	Retrieve information from records
BSBINS308	Control records
BSBINS309	Maintain business records

***Are there workshops for this course?***

This course is provided through online e-learning or in combination with printed material. It is not available through a face-to-face workshop nor classroom. However you are allocated a trainer from the moment you commence so full support is available online, should you require it.

***Do I need to do the units in a certain order?***

You can complete the 13 Units in any order you prefer.

***Is the course nationally recognised?***

Yes, the BSB30120 Certificate III in Business course has been mapped against the Australian Quality Training Framework and is delivered by The National Finance Institute as an RTO, national provider number 31203.

***What qualification could I continue with after I complete this course?***

Pathways from the qualification could include a Certificate IV or Diploma qualification in a range of industries.

***When can I start the course?***

Commencement via Online e-learning can be at any time. To enrol, there are two steps: firstly, complete the Enrolment through our website; secondly, email us your completed Unit Chooser Form. Your login details will be forwarded to you by email within two days. Online e-learning students will access the course via our dedicated 24/7 online e-learning platform. If you have chosen printed material as well, you will receive this within 7 to 10 days.

***What is the assessment process?***

There is no requirement for any face-to-face assessment. The assessment tasks are provided online, and are to be completed online, after you have studied each section within the unit. Assessment activities include written activities and written projects. All of your assessments are to be submitted through the online platform and may incorporate videos for some topics. Once you submit your assessments your trainer/assessor will automatically be notified and will assess your activity providing comments for you to access online. If you are not graded as competent on your first submission, your trainer will provide feedback in order that you can resubmit your answer. You must reach the status of "competent" in order to pass a unit. Three attempts are permitted for each unit. You must be competent in all 13 units in order to receive the qualification.

***How much does the course cost?***

The full BSB30120 course via online e-learning mode is \$1,445. There is also the option to study one unit at a time for \$139 per unit. Fees are fully inclusive of trainer support, assessment and certificate delivery. There is no GST component. Printed copies of individual units are available at \$40 per unit (incl postage), or the full printed course for \$1,745 which we refer to as distance learning. Distance learning means you study online but also receive the printed unit/s.

***Are any subsidies available to assist with payment?***

If you are registered with Centrelink, you may find you are eligible for payment subsidies to assist with your studies. Austudy is one of a range of options that Centrelink has offered and we suggest you contact your Centrelink representative to discuss your eligibility directly with them. If you prefer to pay for your course via instalments, we have this available for a maximum of 4 months and a pay-by-the-month form is available on our website under Forms. Our Easy Payment Plan has no interest, just a \$40 setup fee added to your first instalment.

***How will I be notified of my results?***

To pass an assessment task you must be given the status of "competent" by your trainer. This will occur after you have submitted the Knowledge Questions and the Projects for each topic. You do not need to wait for an assessment to be marked before continuing on with your next unit. Once you have been graded as competent for all units in which you are enrolled, you will then be eligible to receive your qualifying certificate and transcript.

***How long will this course take to complete?***

You have 12 months to complete this course, but as you work through the course material at your own pace, you may finish the course more quickly. If you require longer than 12 months, we have extensions available at \$99 per 3 months.

***What will I receive?***

Successful completion of all units entitles the trainee to the nationally recognised BSB30120 Certificate III in Business qualification. A transcript of the unit competencies achieved will be provided with the certificate. If you complete less than 13 units, you will be issued with a nationally recognised Statement of Attainment for those units.

***Can I apply for RPL or Credit Transfer?***

For those who have relevant experience or who have completed equivalent training with a different institution, recognition of prior learning (RPL) or Credit Transfer is available. An application form and guide is available on the NFI website under Forms or you can request RPL information be emailed, should you wish to apply. The fee for RPL is \$995. RPL may be combined with Credit Transfer and with study of units to a maximum fee of \$1,445. There is no charge for units which are recognised by Credit Transfer unless an assessor is required to determine equivalence of past study for units with varying codes or names.

***How do I apply?***

To enrol, there are two steps: firstly, complete the Enrolment through our website; secondly, email us your completed Unit Chooser Form. The Unit Chooser Form is required so that we know which of the elective units you prefer to study and it is available on our website. You will receive an email confirming that we have received your enrolment. Your receipt for payment will be emailed separately. Your login details for your nominated units and some video links to demonstrate how to use the online portal will be emailed so you can begin straight away if you wish.

***Can I speak to someone about the course?***

Yes, certainly. Please call Client Services on 1300 765 400 – we'd be delighted to hear from you. Alternatively, you will find more about us on our website at [www.financeinstitute.com.au](http://www.financeinstitute.com.au)