



BSB30120 Certificate III in Business (Administration)

Overview:

Participants will gain skills and knowledge in computing, communication, customer service and administration. This nationally recognised qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. Job titles relevant to this course may include:

- Customer service advisor
- General clerk
- Payroll officer
- Typist/Word processing operator/Data entry operator
- Human Resources clerk

Pre-requisites:

Participants must have basic computer skills and access to a reliable computer with internet, email access and access to Microsoft Word and Microsoft Excel software. As some assessments require an audio/visual submission, participants must also be able to record themselves using a method where they can be seen and heard clearly (e.g. mobile phone, computer/laptop with webcam etc.).

Some assessments in this course will require the student to interact with other participants, where they will perform a specific role during the assessment. These participants can be co-workers, family or friends. Please contact us if you require clarification.

Units of Competency:

On successful completion participants will be issued with a certificate with the following units:

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
BSBXC301 Engage in workplace communication

Elective Units:

BSBTEC301 Design and produce business documents
BSBWRT311 Write simple documents
BSBPEF301 Organise personal work priorities
BSBHRM416 Process payroll
BSBOPS301 Maintain business resources
BSBOPS303 Organise schedules
BSBPUR301 Purchase goods and services

Delivery method:

Online/self-paced with 12 months from date of enrolment to complete the course. We recommend 12-25 hours of study per week (depending on your individual skillset and previous experience) to be on track for completion within 12 months.

Support for this online training is done via email with an assessor.

You will have access to all your learning resources and assessments via your online portal and can start your online training as soon as you complete payment for the course. Students have the opportunity to accelerate their learning by dedicating more than the recommended hours of study per week to this course to finish sooner than the 12-month timeframe.

Group bookings available (classroom) – contact us for more information.

Fees and charges:

\$899

Fees include all assessments and learning resources required for this course.

Certificate 3 Guarantee Government Funding

Government funding is available for this course. Students only pay a student co-contribution fee of **\$13 concessional or \$39 non-concessional if eligible under the [Certificate 3 Guarantee Program](#) (Queensland residents only).**

Please click [HERE](#) or contact ATI on 1300 100 284 for further information. If you believe you are eligible and wish to apply for government funding, give us a call on 1300 100 284 and we will assist you with your funding application!

Group bookings - please contact us for pricing

Option 2 Recognition of prior learning (RPL): \$2,500

More information:**Refund, Cancellation and Transfer Policy**

Please take the time to familiarise yourself with our refund and cancellation policy on page 8 & 9 of our Student Handbook <https://atiaustralia.edu.au/student-handbook>. This handbook also includes more details on training and support services, as well as our terms and conditions.

Note for international students – we are not CRICOS registered, please check your visa requirements for enrolment. We cannot accept international students who are on a student visa if your visa specifies that you must study with a CRICOS provider.