

BUSINESS SERVICES – Stage 6

BSB30120 Certificate III in Business

This highly regarded 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 may provide technical advice and support to a team.

Students will develop skills in the areas of communication, teamwork, problem solving, innovation, enterprise, planning and organising (prioritising).

This course is competency based and the student's performance is assessed against prescribed industry standards.

Unit Value	2 unit Preliminary 2 unit HSC	240 hrs	Work Placement	Mandatory 70 hours
Specialisation	No		SBAT	Opportunity to complete a School Based Traineeship and gain credit towards the HSC
HSC Exam	Yes	ATAR	Yes	Recognition
				National AQF and HSC Qualification

Example of Competencies.

Unit Code	Unit Title	Unit Code	Unit Title
BSBWH311	Assist with maintaining workplace safety	BSBTEC303	Create electronic presentations
BSBPEF201	Support personal wellbeing in the workplace	BSBTEC202	Use digital technologies to communicate in a work environment
BSBWRT311	Write simple documents	BSBCRT311	Apply critical thinking skills in a team environment
BSBTEC201	Use business software applications	BSBSUS211	Participate in sustainable work practices
BSBTEC301	Design and produce business documents	BSBPEF301	Organise personal work priorities
BSBOPS304	Deliver and monitor a service to customers	BSBXC301	Engage in workplace communication
BSBTEC302	Design and produce spreadsheets	BSBTWK301	Use inclusive work practices

PERSONAL ATTRIBUTES

- Able to work methodically, accurately and neatly
- Good oral and written communication skills
- Able to work as part of a team
- Neat personal appearance

LEARNING OUTCOMES

- Use popular business software
- Respond to work health and safety concerns
- Organise your own time and work priorities
- Participate in sustainable work practices
- Think critically, problem solve and communicate in the workplace

STUDY PATHWAYS

- Bachelor of Business
- Certificate IV and Diploma qualifications, for example:
 - Entrepreneurship and New Business
 - Legal Services
 - Leadership and Management
 - Marketing and Communication

CAREER PATHWAYS

Job roles and titles vary across different industry sectors.

Possible job titles relevant to this qualification include:

- Administration Assistant
- Junior Personal Assistant
- Office Assistant
- Clerical Worker
- Sales Support Assistant

SKILLS FOR SUCCESS

