



FROM POSSIBILITY TO ACTUALITY

Certificate III in Business

National Course Code: BSB30120 CRICOS Course Code: 104835C

Duration: 52 Weeks



Course Description

This 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 apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Entry requirements

This course is available for those students who have completed year 12 or equivalent. All international students must have IELTS 5.5 or equivalent.

Vocational outcomes

Possible job titles relevant to this qualification include:

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

Target Group

The target group for the BSB30120 Certificate III in Business is people who want to commence their career into Business Management. Certificate III in Business is also suitable for individuals who currently hold positions where they are required to manage others and wish to acquire formal qualifications. International students will come from a range of countries spanning Asia, Eastern Europe, South America and the Middle East.

Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student's interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 13.5 hours/week of classroom-based delivery on campus and for 6.5 hours/week students would be taking part in computer-mediated activities via online Learning Management System (MOODLE).

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Certificate III in Business. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Protection of fee paid in advance

Tuition fee paid in advance by student is protected under commonwealth's Tuition Protection Service (TPS). TPS is a placement and refund service for international students. The TPS is like an insurance cover for fees paid in advance. It is a single mechanism to place students when a provider fails to meet obligations or as a last resort to provide refunds of unexpended prepaid tuition fees.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Certificate III in Business.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research assignments, projects, case studies, demonstrations and presentation.

Articulation & Pathways

Under mutual recognition the Certificate III in Business qualification and Statement of Attainment awarded by CIBT will be recognized by other RTOs Australia wide. Upon successful completion of Certificate III in Business students may be eligible for exemption in similar courses.

RPL and Exemptions

RPL and credit transfer can be applied for at the time of enrolment or during the orientation. Students may be eligible to obtain credits for individual units as a result of experience gained in the relevant Business and Management field or from previous training and education. A Fee is payable for assessing your RPL status. The information is available online in the student handbook or can be requested at the reception.

Training and Other Facilities

CIBT trains and assesses its students from its campuses in Sydney City which are fully equipped with required facilities including modern computer labs with internet access, data projectors & resources borrowing facility, printing & photocopy facility and a student common area.

Course Structure

The 13 units of competency (6 Core and 7 Electives) are delivered throughout the 52 Weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to receive a Certificate III in Business qualification.

Unit Code	Unit Descriptions	Core/Elective
BSBXCM301	Engage in workplace communication	Core
BSBTWK301	Use inclusive work practices	Core
BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBWH311	Assist with maintaining workplace safety	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBWRT311	Write simple documents	Elective
BSBOPS304	Deliver and monitor a service to customers	Elective
BSBTEC301	Design and produce business documents	Elective
BSBOPS301	Maintain business resources	Elective
BSBFIN302	Maintain financial records	Elective
BSBPEF301	Organise personal work priorities	Elective
BSBINS302	Organise workplace information	Elective

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