

## BSB30120 Certificate III in Business

### Prepare yourself with the skills needed to succeed

The BSB30120 Certificate III in Business is designed to provide students with the opportunity to learn and practice the skills and knowledge to work effectively in a business environment. Learn how to build effective workplace relationships, provide customer services, promote innovation and design business documents.



#### Program features

- Arranged work experience for classroom-based training
- Nationally Recognised Training
- Industry experienced trainers

#### Entry requirements

- Complete a language, literacy and numeracy quiz
- Unique Student Identifier (USI)

#### Work experience requirements

- Students must provide and wear appropriate business clothing whilst on work experience

#### Course details

Course Type	Classroom	Traineeship (on-the-job training)
<b>Duration</b> (see over for more information)	26 weeks, 2 days per week (classroom). Includes 4 weeks of work experience. Total Commitment = 622+ hours (includes classes, work-experience, self-directed learning and assessment completion).	Full time: up to 12 months or until the relevant competencies achieved <sup>1</sup> Total commitment = 1632 hours (includes working hours, workplace release time for off the job training, self-directed learning and assessment completion).
<b>Fees*</b> (see over for more information) <b>Fee-free Scholarships &amp; Fee Exemptions may be available for eligible students*</b>	\$1320 (first qualification fee), \$240 concession* - classroom training. Fee for service - \$2500	Smart and Skilled eligible student, \$0 – traineeship traineeship**.  \$240 concession*. Fee for Service - \$2500.
<b>Location</b>	140-142 Henry Street Penrith NSW 2750 and a host employer for work experience.	Employer or host employer.

\*\* Fee Free Traineeships Initiative from 1 January 2020 to 31 December 2023 call **1300 722 104** or visit

To find out more about this course, call us on  
**1800 286 916** or visit [www.benchmark.edu.au](http://www.benchmark.edu.au)



<sup>1</sup> [https://www.training.nsw.gov.au/cib\\_vto/cibs/cib\\_700.html#vto3](https://www.training.nsw.gov.au/cib_vto/cibs/cib_700.html#vto3)

## Pre-enrolment information

Benchmark College has policies, procedures and information to help create a working and learning environment that is safe and healthy, culturally diverse, friendly and non-discriminatory. We encourage students to visit the student section of our website [www.benchmark.edu.au](http://www.benchmark.edu.au) to view all relevant policies and procedures.

## The course

The BSB30120 Certificate III in Business is designed to provide students with the opportunity to learn and practice the skills and knowledge to work effectively in a business environment. The qualification has 13 units of competence – 6 core and 7 electives.

Students will learn how to:

- Organise and prioritise workloads and schedules
- Work effectively with others and contribute to a team and organisational outcomes
- Use business software to prepare documents, in particular Microsoft Word.
- Organise and prepare for career and self-development

All learning and assessment resources are provided by the College.



## Course content

### 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
BSBXCM301	Engage in workplace communication

### Elective Units

BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBPEF301	Organise personal work priorities
BSBWHS332X	Apply infection prevention and control procedures to own work activities
BSBXTW301	Work in a team
BSBOPS305	Process customer complaints
BSBINS302	Organise workplace information

## Government funding\*

This training is subsidised by the NSW Government. To be eligible to receive funding, the following eligibility criteria must be met:

- be an Australian citizen, an Australian permanent resident, a humanitarian visa holder or a New Zealand citizen and;
- be aged 15 years or older and;
- have left school and;
- live or work in New South Wales

\* Further eligibility criteria may apply. For more information on NSW Government funding (including concessions and fee-free scholarships), and to check eligibility, please visit [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au) or call **1300 722 104**.

## How the course works

### Workplace-based

Students enrolling in this program must be working full-time or part-time in a suitable business environment. For those in a full-time traineeship, a minimum of 30 hours per week (averaged over a 4-week period) is required to be worked. A trainer and assessor visits the student in the workplace over the course of their traineeship. In addition to the face-to-face learning support, students' progress and learning support needs will be monitored via telephone/email contact in between workplace visits.

This course is also available as a School Based Traineeship for Year 10, 11 and 12 high school students. A school-based traineeship combines paid work, training and school with a nationally recognised qualification, whilst gaining credit toward the HSC. Please ask Benchmark College for more information or visit <https://sbatinnsw.info/>

Practical and work-related activities designed to allow each student the opportunity to apply their learning in a real work environment are undertaken. These activities will vary, e.g. research an organisational policy and procedure, watch a colleague complete a task, buddy with a colleague on a workplace project or gain experience in undertaking a particular activity.

### Classroom

Students enrolling in this program are required to attend class 2 days per week from 9:00am – 4:00pm. The remaining 3 days are dedicated to self-directed learning and assessment activities. Students are also required to attend 4 weeks of work experience.

This program includes training delivery and a range of interactive activities designed to build student's underpinning knowledge and develop competence in each unit. Students will also get the opportunity to practice and apply their learning by practicing key skills such as communication, problem solving, teamwork and prioritising.

### *Work Experience*

Classroom students participate in work experience. This provides students with an opportunity to:

- Practice newly learnt skills and apply theory learnt in the classroom.
- Build the skills that employers want like teamwork, communication and reliability.
- Increase confidence and show individuals they are ready for work.

Benchmark College will organise work experience for all classroom-based students and will provide insurance and support in the work place. Students will be buddied with an experienced employee and will be visited in the workplace by a Trainer. Students on work experience are given a range of activities to guide their learning and practice the key skills required to become work ready.

Students are required to complete 2, ten-day work experience blocks – Monday to Friday – 38 hours per week. Start and finish times may vary depending on the Host Employer.

Students must provide & wear appropriate business clothing whilst on work experience. Travel to and from the Host Employer is the student's responsibility.

### **Self-directed learning and assessment activities – All students**

Self-directed learning activities may vary from reading a textbook to online learning and research. Workplace-based/ traineeship students can expect to dedicate approximately 6-8 hours per week to self-directed learning and assessment task completion; or approximately 16hrs (3 days) per week for classroom-based students.

To ensure that students are safe and work ready, they will need to complete a range of assessment tasks that include answering questions, analysing case studies and completing practical work-based tasks. Trainers will also observe students perform a range of skills in the workplace, or the classroom and on work experience for classroom-based students.

## Course pre-requisites and suitability

This course is designed for students who are wanting to enter the various industries and who have no Business experience.

The course has no pre-requisite requirements although students will need to have a Unique Student Identifier and have passed our language literacy and numeracy quiz.

To complete the self-directed learning component, access to the internet and a computer is also required.

## Can I get credit for previous study?

If students have previously completed a Nationally Recognised Qualification or Course they need to let us know at application by providing a transcript and completing the relevant Verification and Consent Form. We will then look to see if any units listed in the transcript can be credited towards the qualification.

## Fees and charges

The cost for the classroom-based course is \$1320.00 (first qualification fee) if eligible for and accessing a government subsidised place. Traineeship fees are capped at \$1,000. Students eligible for a concession are required to pay \$240.00 This fee covers enrolment, tuition and learning resources. Fees must be paid in accordance with the **Fee Schedule**. To review our terms and conditions check out our **Fees and Charges Policy and Procedure** and our **Refund Policy and Procedure** available at <https://www.benchmark.edu.au/fees>

Note: This Training is subsidised by the NSW Government. For more information on NSW Government funding (including concessions and fee-free scholarships), and to check eligibility, please visit <https://smartandskilled.nsw.gov.au> or call **1300 722 104**.

## Funding

Holding a previous qualification does not affect your eligibility to undertake training up to Certificate III level under Smart and Skilled, however it does affect the student fee. For more information, go to <https://smartandskilled.nsw.gov.au> or call 1300 722 104.

## Where can I find more information?

It is important to us that prospective students have all the information needed to ensure this is the right course for them and we are the right Training Provider. Visit our Website and read our Student Handbook for all the information needed to make that all-important decision.

We encourage students to visit the student section of our website [www.benchmark.edu.au](http://www.benchmark.edu.au) to view all relevant policies and procedures.

## Ready to enrol?

Contact Benchmark College to get an Application Form and hear about the next steps in the process.

Still have questions? Contact one of our friendly staff members by phone on 1800 286 916 or email [info@benchmark.edu.au](mailto:info@benchmark.edu.au) - we are waiting to hear from you!

