

BSB30120 Certificate III in Business

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	Entry requirements	Work experience requirements
<ul style="list-style-type: none"> ▪ Arranged work experience for classroom-based training. ▪ Nationally Recognised Training. ▪ Industry-experienced Trainers and Assessors. 	<ul style="list-style-type: none"> ▪ Unique Student Identifier (USI). ▪ Complete a language, literacy, numeracy and digital literacy quiz. 	<ul style="list-style-type: none"> ▪ Students must provide and wear appropriate business clothing whilst on work experience.

Course details

Course Type	Classroom	Traineeship (on-the-job training)
Duration (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. Total commitment = 1632 hours (includes working hours, workplace release time for off the job training, self-directed learning and assessment completion).
Fees (see over for more information)	\$1,320 first qualification fee* \$240 concession* Fee for service - \$2,500	Smart and Skilled eligible student, \$0 – traineeship** \$240 concession* Fee for Service - \$2,500
Location	Ground Floor, 331 High Street Penrith NSW 2750 and a host employer for work experience.	Employer or host employer.

About the fees:

*Fee-free Scholarships & Fee Exemptions may be available for eligible students under the Smart and Skilled Program.

**Fee Free Traineeships Initiative from 1 January 2020, call 1300 722 104 or visit <https://smartandskilled.nsw.gov.au/for-employers/employing-apprentices-trainees>

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 <https://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, particularly Microsoft Word.
- Organise and prepare for career and self-development.

All learning and assessment resources are provided by Benchmark 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

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 or more per week (averaged over a 4-week period) is required to be worked. A trainer and assessor visit 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

<https://www.benchmark.edu.au/>

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 in the workplace.
- Build the skills that are required of the training package.
- 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 workplace. 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 4 weeks of work experience blocks – Monday to Friday – 30 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.

Can I get credit for previous study?

If students have previously completed a Nationally Recognised Qualification or Course, please talk to our Recruitment or Administration team and by completing the relevant Verification and Consent Form and providing a transcript of what you have attained. We would see if any units listed in the transcript can be credited towards your chosen qualification.

Fees and charges

The classroom-based course is \$1,320 (first qualification fee) if eligible for and accessing a government subsidised place. Students eligible for a concession are required to pay \$240. Traineeship fees are capped at \$1,000. Fee free traineeships are available to eligible NSW Trainees whose training is funded under Smart and Skilled and commence training on or after 1 January 2020.

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/policies-procedures>

Government funding

This training is subsidised by the NSW Government. Benchmark Resources P/L trading as Benchmark College is an approved Smart and Skilled Training provider. 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.
- Be aged 15 years or older.
- Have left school.
- Live or work in New South Wales.

For more information, please visit <https://smartandskilled.nsw.gov.au> or call 1300 722 104.

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

Visit our website and read our Student Handbook, policies and procedures, and check all the information needed to make that important decision.

We are waiting to hear from you!