



OCTEC LIMITED
**TRAINING
SERVICES**

RTO Number 90142

BSB30120 Certificate III in Business

About the course:

This qualification allows students to develop skills and knowledge in workplace procedures, including WHS processes, customer service, scheduling, communication, team work and how to design and produce business documents and spreadsheets

Delivery Mode:

Classroom Training, Online Training, Work Based Training. All programs include self directed training

Entry Requirements:

Whilst there are no prerequisite for this qualification any student that is enrolling into an online program or work based training must have access to a computer, stable internet connection and a working microphone and camera.

How Long will my training Program Run:

All students have up to 12 months to complete their qualification. Specific course schedules will be provided prior to enrolment for each program.

Employment outcomes:

This course provides broad skills that can be used in a variety of industries. Specific skills that will be developed include:

- Customer service skills
- Team and Communication skills
- Administrative skills

BSB30120 - Certificate III in Business - 13 Units

Unit		Core/Elective
BSBTEC202	Use digital technologies to communicate in a work environment	E
BSBPPEF201	Support personal wellbeing in the workplace	C
BSBPPEF301	Organise personal work priorities	E
BSBXCM301	Engage in workplace communication	C
BSBTEC301	Design and produce business documents	E
BSBCRT311	Apply critical thinking skills in a team environment	C
BSBSUS211	Participate in sustainable work practices	C
BSBOPS304	Deliver and monitor a service to customers	E
BSBXTW301	Work in a team	E
BSBWHS311	Assist with maintaining workplace safety	C
BSBTEC302	Design and produce spreadsheets	E
BSBOPS303	Organise schedules	E
BSBTWK301	Use inclusive work practices	C

Please be aware unit electives may change depending on specific student needs or requirements



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Student Fees

The price for this qualification is based upon specific eligibility requirements and or concessional evidence.

Subsides may be available to individuals. We have a range of payment options accessible, and potential state funding. Please contact us for more information.

First qualification	\$1320
Subsequent qualification	\$1580
Traineeship	\$0
Concession	\$240
Exemption	\$0
Fee-for-Service	\$4000

Smart & Skilled Funding Availability in NSW

OCTEC Ltd can deliver this qualification via funding available for eligible participants. Enrolling students will need to meet the eligibility requirements listed www.smartandskilled.nsw.gov.au

This training is subsidised by the NSW Government.

Eligibility for Training

- Students will need to complete Language, Literacy and Numeracy (LLN) and achieve appropriate ACSF LLN level
- Able to provide a Unique Student Identifier (USI)
- Evidence of Citizenship, Australian Permanent Residency, Humanitarian Visa holder or NZ Citizen
- Basic computer skills

Additional information

This flyer provides basic information about this program. For full details of this program, and the service that OCTEC provides, please refer to our Learner Handbook.

Students must review the Learner Handbook before enrolling into this program.

For further details and information, please contact OCTEC Training Services.



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