



STUDY ONLINE

Get a head start on your new career wherever you are

COURSE INFORMATION

BSB30120 Certificate III in Business

This course introduces you to business processes, tools and technology, and is packed with practical real-life activities.

Whether you are working in the business environment or hoping to kickstart your career, this course will provide you the knowledge and skills required for a successful career in business. You will gain valuable insights into how businesses operate and grow.

The Certificate III of Business will help you:

- Develop comprehensive knowledge and understanding of business products and services
- Identify priorities and pursue organisational objectives
- Contribute to planning processes with team members
- Support and improve work practices and team effectiveness
- Understand customer relationships and deliver quality customer service
- Develop an increased understanding of business operations

Our highly-experienced trainers provide guidance and support every step of the way, to ensure you have the knowledge you need to work in this field.

If you want a course that will best assist you in furthering your career, with flexible study options, this may be for you!

Successful completion of this course will also give you the option to undertake further studies in the Business sectors.



✓ **START ANYTIME**

✓ **CERTIFICATE 3 GUARANTEE
FUNDING AVAILABLE**

Please take the time to read this information to ensure this qualification is right for you.

**Contact us on (07) 5334 9922 or
training@looknowtraining.edu.au
for any questions or to sign up.**

Qualification Information

Duration

Delivered over 12 months.

Delivery

This qualification is delivered via a combination of online and face-to-face learning. In circumstances where face-to-face learning is not available, structured online tutorials and virtual classrooms will be utilised. Students require a laptop and to download the free Microsoft Teams App.

Please contact us for further information regarding the current course schedule.

Units

The successful achievement of this qualification requires you to complete 13 units (6 core plus 7 elective units) as per the standard course outline below.

CORE

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

BSBFIN301	Process financial transactions
BSBINS302	Organise workplace information
BSBLDR301	Support effective workplace relationships
BSBOPS304	Deliver and monitor a service to customers
BSBPEF301	Organise personal work priorities
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents

*Look Now Training will work with you to select appropriate electives to meet your training goals and to fulfil qualification package requirements.

Entry Requirements

Must be eligible for Certificate 3 Guarantee funding.

Prior to enrolling your proficiency in language, literacy and numeracy will be assessed to determine any support requirements.

Course Price

Student Contribution Fees are a student's contribution to the cost of training and assessment services provided by Look Now Training.

Current student contribution fee for this qualification are:

- » Non-concessional \$100 (\$7.69 per unit)
- » Concessional \$50 (\$3.84 per unit)

What is Queensland Certificate 3 Guarantee?

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career by subsidising course costs.

What is Queensland Certificate 3 Guarantee?

1. Must be 15 years or over.
2. No longer at school.
3. Australian or New Zealand citizen or Australian permanent resident, or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.
4. Must not have or be enrolled in a Certificate III or higher qualification (not including qualifications completed at school and foundations skills training).

Certificate 3 Guarantee program is funded by the Queensland Government.

How to Enrol:

Applications for this course can be made by contacting Look Now Training:

☎ (07) 5334 9922 ✉ training@looknowtraining.edu.au

looknow.edu.au



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