

BSB30120

# Certificate III in Business

## COURSE INFORMATION

Certificate 3  
Guarantee  
Funding  
available



**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
- 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 and confidence you need.

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.

**Contact us on (07) 5334 9922 or  
training@looknowtraining.edu.au**



## DURATION

12 months full time | 24 months part-time



**START DATE:** Anytime

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## Online learning

This qualification is delivered online via our online learning system and includes virtual one-on-one sessions with your Trainer.

Students require access to a computer, the internet, Microsoft Office or similar program and also to download Microsoft Teams (free app).





## 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

BSBOPS305	Process customer complaints
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

## 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.

Students require a computer, internet access and to download the free Microsoft Teams App.

## What is 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.

***Certificate 3 Guarantee program is funded by the Queensland Government.***

## 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-concession \$25
- » Concession \$15

## Funding

### ELIGIBILITY CRITERIA

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).



## ***How to Enrol:***

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

 (07) 5334 9922

 [training@looknowtraining.edu.au](mailto:training@looknowtraining.edu.au)

[looknow.edu.au](http://looknow.edu.au)



Scan the QR code  
to start now!

***NATIONALLY RECOGNISED TRAINING.***