

Vocational Education & Training (VET)

RTO 90171

BSB30120 Certificate III in Business



Is this course for me?

The Certificate III in Business course will open up a range of career options for students. In a friendly and supportive environment, you will develop a broad range of technology and business knowledge alongside practical skills. This versatile, nationally accredited qualification will prepare you for career opportunities such as administrative assistant, office assistant, customer service officer, payroll officer and data entry operator.

This course is available to all students under the Smart and Skilled initiative of Training Services NSW.

Eligibility

To be eligible for funding, you must:

- ✓ be an Australian or New Zealand citizen, permanent resident or humanitarian visa holder;
- ✓ be aged 15 years or older;
- ✓ no longer attend secondary school; and
- ✓ live or work in New South Wales

To check your eligibility, contact MTC FutureReady or visit www.smartandskilled.nsw.gov.au

You will require the Language Literacy, Numeracy and Digital skills to:

- ✓ Read and comprehend the course learning content.
- ✓ Conduct a basic internet search.
- ✓ Engage in online learning, including video conferencing sessions.
- ✓ Use a range of software to communicate electronically and create simple documents.

You may be required to have access to:

- ✓ A computer or laptop.
- ✓ The internet.
- ✓ Word-processing, presentation, email and spreadsheet software.

This training is subsidised by the NSW Government.



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FutureReady

Course structure

This course will take six (6) months to complete. You must have 13 units of competency, comprised of six (6) core and seven (7) elective units.

Core units

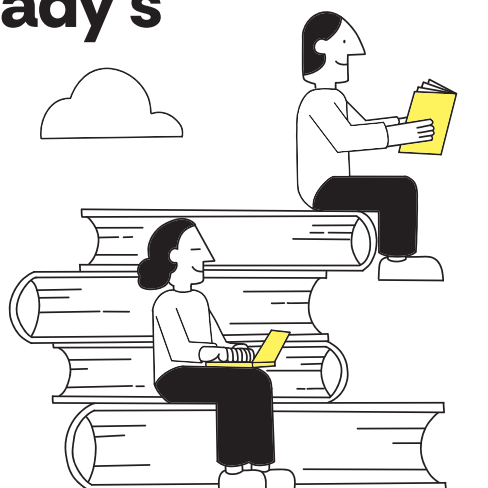
Unit Code	Unit Name
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communications

Elective units

Elective selection may vary according to student requirements.

Unit Code	Unit Name
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBPEF301	Organise personal work priorities
AUMAFA001	Apply for jobs and undertake job interviews

Upskill with MTC FutureReady's VET courses



Why this course?

MTC FutureReady's trainers are both experienced and approachable and will work closely with you to help you achieve your goals. Gain confidence with new skills, a certification, and a clearer career path for your future.



Certification

Successful completion of this course will lead to a nationally recognised qualification in Australia, awarded by MTC FutureReady. Should a student not complete the full qualification, a Statement of Attainment will be issued for the units in which the student is deemed Competent.



Practical Skills

The course has a strong focus on IT skills, as these are essential to administrative roles across all sectors. Other electives allow students to develop highly relevant skills such as customer service and communication.



Recognition of Prior Learning (RPL)

We recognise the prior knowledge and skills students may have gained through previous training, education or work, including formal and informal learning. Recognition of Prior Learning (RPL) is a process that assesses your competency, acquired through formal and informal learning, to determine if you meet the requirements for a unit of study.



Respect

MTC FutureReady celebrates the things that make us all unique and aims to make clients feel welcome, safe and supported.



Proven Results

Since 2001 we have delivered training to **more than 20,000 people**, empowering them to unlock their potential and create new career and life opportunities.

How to Enrol

To apply or find out more call **1300 232 663**
or visit **mtcfutureready.org.au**



At MTC FutureReady, our purpose is helping you find yours.

Our innovative employment, training and mentoring programs give you the support, confidence and tools you need to break down barriers and find your vocation.

We're with you all the way.

