



**AUSTRALIAN
COLLEGE**

EXPANDING YOUR HORIZONS

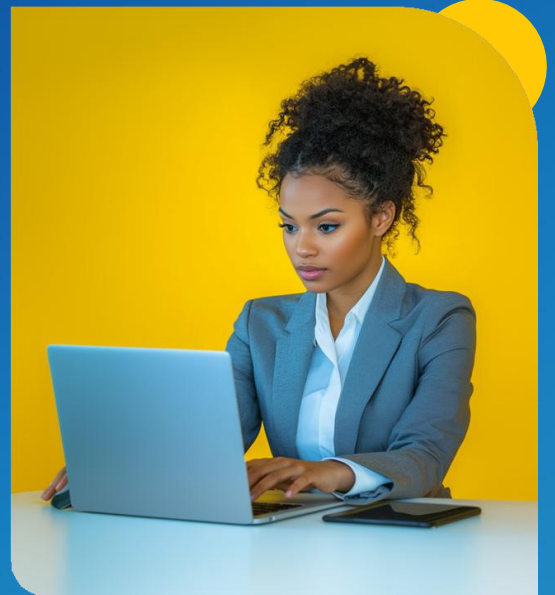
Course Brochure

BSB30120

Certificate III in Business

www.australiancollege.edu.au

Why should you choose to study with Australian College?



✓ Flexible Learning

- Self paced
- Access your training wherever and whenever suits your lifestyle

✓ Unparalleled Support

- Full access to your virtual campus 24/7
- Unlimited trainer, assessor and student services support throughout your studies

✓ Payment Plans To Suit You

- Flexible, cost-effective, interest free, payment options
- Price-match opportunity available

✓ More Opportunities For You

- Thousands of our students have already graduated with nationally recognised qualifications
- Begin an exciting career with some of the best-known companies in Australia or Internationally
- Own and operate your own business
- Up skill and climb the corporate ladder
- Learn something different and take your hobby to the next level

**Join our graduates enjoying successful,
exciting careers across many industries.**

Our Courses


Use our key to help you identify where you're at and which course would be suitable for you.

Certificate level	Description
Certificate II	First job or entry into the workforce.
Certificate III	VET education for high school students.
Certificate IV	Already employed in an entry level job and looking to expand your knowledge, move up the corporate ladder.
Diploma	Already working and looking to move into a frontline management role, more senior position, or area of specialisation.

Accredited Courses


BSB30120 Certificate III in Business

COURSE SUMMARY

Course Code:	BSB30120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate III in Business	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency		
Delivery Methods:	Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials. We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.		
Assessment method:	Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports. Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS		
Course 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 BSBTEC301 Design and produce business documents BSBTEC302 Design and produce spreadsheets BSBPEF301 Organise personal work priorities SIRXMKT001 Support marketing and promotional activities SIRXPDK001 Advise on products and services BSBFIN301 Process financial transactions BSBINS309 Maintain business records	Core Core Core Core Core Core Elective Elective Elective Elective Elective Elective Elective	
	Note: All of the above listed units of competency must be completed to receive the BSB30120 Certificate III in Business full qualification. Students must select their specialisation units at the time of enrolment		

BSB30120 Certificate III in Business (Business Administration)


COURSE SUMMARY

Course Code:	BSB30120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate III in Business (Business Administration)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration:	A minimum of 20hrs/week of structured learning and 8–10 hrs of assessment preparation is recommended for each unit of competency.	
Delivery Methods:	Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials. We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.	
Assessment method:	Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS</small>	
Course units:	<p>BSBCRT311 Apply critical thinking skills in a team environment Core</p> <p>BSBPEF201 Support personal well-being in the workplace Core</p> <p>BSBSUS211 Participate in sustainable work practices Core</p> <p>BSBTWK301 Use inclusive work practices Core</p> <p>BSBWHS311 Assist with maintaining workplace safety Core</p> <p>BSBXCM301 Engage in workplace communication Core</p> <p>BSBTEC301 Design and produce business documents Elective</p> <p>BSBTEC302 Design and produce spreadsheets Elective</p> <p>BSBPEF301 Organise personal work priorities Elective</p> <p>BSBFIN301 Process financial transactions Elective</p> <p>BSBOPS303 Organise schedules Elective</p> <p>BSBOPS301 Maintain business resources Elective</p> <p>BSBPUR301 Purchase goods and services Elective</p>	
	<small>Note: All of the above listed units of competency must be completed to receive the BBSB30120 Certificate III in Business (Administration) full qualification. Students must select their specialisation units at the time of enrolment</small>	

BSB30120 Certificate III in Business (Customer Engagement)

COURSE SUMMARY


Course Code:	BSB30120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate III in Business (Customer Engagement)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration:	A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency	
Delivery Methods:	Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials. We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.	
Assessment method:	Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS</small>	
Course units:	<p>BSBCRT311 Apply critical thinking skills in a team environment Core</p> <p>BSBPEF201 Support personal well-being in the workplace Core</p> <p>BSBSUS211 Participate in sustainable work practices Core</p> <p>BSBTWK301 Use inclusive work practices Core</p> <p>BSBWHS311 Assist with maintaining workplace safety Core</p> <p>BSBXCM301 Engage in workplace communication Core</p> <p>BSBTEC301 Design and produce business documents Elective</p> <p>BSBTEC302 Design and produce spreadsheets Elective</p> <p>BSBPEF301 Organise personal work priorities Elective</p> <p>SIRXPK001 Advise on products and services Elective</p> <p>BSBOPS304 Deliver and monitor a service to customers Elective</p> <p>SIRXCEG005 Maintain business-to-business relationships Elective</p> <p>SIRXCEG002 Assist with customer difficulties Elective</p>	

Note: All of the above listed units of competency must be completed to receive the BSB30120 Certificate III in Business (Customer Engagement) full qualification

BSB30120 Certificate III in Business (Records and Information Management)

COURSE SUMMARY

Course Code:	BSB30120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate III in Business (Records and Information Management)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency		
Delivery Methods:	Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials. We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.		
Assessment method:	Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS</small>		
Course units:	BSBCRT311 Apply critical thinking skills in a team environment	Core	
	BSBPEF201 Support personal well-being in the workplace	Core	
	BSBSUS211 Participate in sustainable work practices	Core	
	BSBTWK301 Use inclusive work practices	Core	
	BSBWHS311 Assist with maintaining workplace safety	Core	
	BSBXCM301 Engage in workplace communication	Core	
	BSBTEC301 Design and produce business documents	Elective	
	BSBTEC302 Design and produce spreadsheets	Elective	
	BSBPEF301 Organise personal work priorities	Elective	
	BSBINS309 Maintain business records	Elective	
	BSBINS308 Control records	Elective	
	BSBINS302 Organise workplace information	Elective	
	BSBINS307 Retrieve information from records	Elective	
	<small>Note: All of the above listed units of competency must be completed to receive the BSB30120 Certificate III in Business (Records and Information Management) full qualification. Students must select their specialisation units at the time of enrolment</small>		
Course Completion:	This qualification consists of 13 units (6 core units and 7 elective units). Students obtaining a 'Competent' result for all units of competency will achieve the BSB30120 Certificate III in Business certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification. <small>*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.</small>		
Career opportunities:	Accounts clerk, administration officer, administrative assistant, customer service representative, data entry clerk, office assistant, receptionist, records clerk.		

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- Students should be a minimum of 18 years of age at the time of enrollment. Applications from students under 18 may be considered on an individual basis, with parental consent required for all students under 18.
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Diploma level qualifications that students may choose to continue their studies:

- BSB40120 Certificate IV in Business
- BSB40320 Certificate IV in Entrepreneurship and New Business
- BSB40420 Certificate IV in Human Resource Management
- BSB40820 Certificate IV in Marketing and Communication
- BSB50120 Diploma of Business

TARGET GROUP

Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- potential students who want to develop skills and knowledge to gain employment in a business environment;
- employees who have previously worked in this area but don't have formal recognised qualifications;
- mature aged workers who want to upskill and improve their employment opportunities

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

RPL and Credit Transfer is available for all students to consider. Students will be provided with information about RPL and Credit Transfer prior to enrolment. Australian College will recognise the AQF qualifications and statements of attainment issued by other RTO's, upon verification with the issuing organisation.

For more information on RPL and Credit Transfer please refer to the student handbook.

Email us for inquiries at admin@australiancollege.edu.au.

NSW GOVERNMENT FUNDING

This course is subsidised by the NSW government under the Smart and Skilled program. For more information and if you qualify for funding, please visit our website at: <https://www.australiancollege.edu.au/smart-and-skilled-funding/>.

WHERE CAN I FIND MORE INFORMATION

It is important to us that prospective students have all the information needed to ensure this is the right course for them and we are the right training provider for them.

Please, visit our website at www.australiancollege.edu.au/ and read our Student Handbook, our policies and procedures for more information needed to make that all-important decision.

Overseas Students Policy

This course is not available to students on an Overseas Student Visa. As defined in the ESOS Act 2000, 'Overseas students' are not eligible to apply to enrol in this nationally recognised course, nor are they eligible for certification. Please refer to the student handbook.

Document Review: October 2025



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**If you have any questions about the
College, our courses, or need help with
enrolment, please contact us.**



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