

## BSB30120 Certificate III in Business

Are you looking for a career working in the Business Services Industry?

**Baldivis**  
Secondary College



This qualification is designed to prepare students for work in office based entry-level positions.

It is also an ideal opportunity to learn and develop skills in the Microsoft suite of products, which can be used for further study and **any** job requiring the use of business related software products. This course is an excellent foundation course for learning how to create, communicate and share business related forms and documents. The skills learned are applicable across many industries, including but not limited to: Business, Hospitality, Retail, Healthcare and Administration.

### Job opportunities

Possible job roles include:

- Administration Assistant
- Clerical Worker
- Office Junior
- Receptionist

For more information please use your free account and login at <http://www.myfuture.edu.au/> or <http://www.myskills.gov.au>.

### Entry Requirements

Students need to have passed OLNA.

### Course Requirements

This course is aimed at Year 11 and 12 students. Thirteen (13) units must be completed, six (6) of which are core units and seven (7) electives.

### More Information

Contact the Curriculum Team Leader in the Humanities and Social and Social Sciences department at the College on 9523 3600.

# Baldivis Secondary College

## Units of Competency studied in this course

### Core Units

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



### Elective Units

- BSBTEC303 Create electronic presentations.
- BSBPEF301 Organise personal work priorities.
- BSBTEC202 Use digital technologies to communicate in a work environment.
- BSBCMM211 Apply communication skills.
- BSBTEC201 Use business software applications.
- BSBOPS201 Work effectively in business environments.
- BSBPEF202 Plan and apply time management.

## Further Study Opportunities

Possible job pathways include, but are not limited to the following:

### Certificate IV level

BSB40120 Certificate IV Business (Administration)	Executive Personal Assistant Office Administrator
BSB40120 Certificate IV in Business	Administrator Project Officer
BSB40615 Certificate IV Business Sales	Sales Accountant Assistant Sales Agent
BSB40312 Certificate IV Customer Engagement	Team Leader (Contact Centre)
BSB40520 Certificate IV in Leadership and Management	Workplace Supervisor
BSB40820 Certificate IV in Marketing and Communication	Advertising and Marketing
BSB42618 Certificate IV in New Small Business Management	Small Business Manager

### Diploma Level

BSB50415 Diploma of Business Administration	Administration Manager
BSB50210 Diploma of Business	Executive Officer
BSB52015 Diploma of Conveyancing	Conveyancer
BSB50320 Diploma of Human Resources Management	Human Resources Officer/Manager

The BSB30120 Certificate III in Business is a proposed offering for the 2025 academic year. At the time of publication, no agreements have been entered into with a Registered Training Organisation for the delivery of this qualification. On the basis of interest from students in the BSB30120 Certificate III in Business the school will initiate a formal partnership agreement with a RTO for the delivery of the qualification.