



**Australian
College**
of Commerce & Management

Certificate III in Business

BSB30120

Give your staff a strong foundation
in the business skills critical to launching
a career in your dynamic industry



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today
1300 515 321

Foundation Skills

Effective workplace communication
Workplace safety and sustainability
Inclusive practices and relationships
Critical thinking in the workplace

Specialty Skills

Manage priorities and personal wellbeing
Using digital technology to communicate
Writing professional business letters
Collect and record business information
Word processing and spreadsheets

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE III IN BUSINESS

BSB30120

COURSE DESCRIPTION:

This entry level business qualification will ensure that your staff develop the key business skills needed to thrive in any workplace across a wide range of industries. Our materials cover critical areas such as effective communication, safety, sustainability, teamwork and customer service.

SUBJECT	UNIT	CODE	DURATION (weeks)
Effective Workplace Communication	• Engage in workplace communication	BSBXCM301	7
	• Use digital technologies to communicate in a work environment	BSBTEC202	
	• Use inclusive work practices	BSBTWK301	
Effective Team and Work Practices	• Organise personal work priorities	BSBPEF301	7
	• Develop self-awareness	BSBPEF302	
	• Work effectively in business environments	BSBOPS201	
	• Support effective workplace relationships	BSBLDR301	
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety	BSBWHS311	6
	• Support personal wellbeing in the workplace	BSBPEF201	
Contribute to Sustainable Work Practices	• Participate in sustainable work practices	BSBSUS211	5
	• Apply critical thinking skills in a team environment	BSBCRT311	
Use Business Systems	• Collect and record data	BSBDAT201	5
	• Record stakeholder interactions	BSBOPS306	
Practical Word Processing	• Design and produce business documents	BSBTEC301	5
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	4
Write Business Letters	• Write simple documents	BSBWRT311	7

If you would like to discuss additional electives, please contact us.

FEES - BSB30120 CERTIFICATE III IN BUSINESS

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$2813	\$2813
Australian Capital Territory	\$350	\$350	\$2813
South Australia	\$2813	\$2813	\$2813
Tasmania	\$821	\$821	\$2813
QLD, WA, NT, VIC	\$2813	\$2813	\$2813

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING