



Wesley Vocational Institute

RTO Code 90091

BSB30120 - Certificate III in Business

Course details

Information session:	TBA
Course Start Date:	February
Course duration:	36 weeks
Online :	Fortnightly Trainer appointments via Zoom.
Work experience/placement:	40 hours within a suitable organisation
Trainer/Assessor:	Cathy James



Apply by scanning QR code:

About the course

This qualification is suitable for individuals employed or aspiring to find employment in a business-related role, looking to develop their range of skills within a flexible training program.

Who should enrol

Individuals seeking the opportunity to work within the business sector, looking to obtain a nationally accredited qualification and build on existing skillsets.

This qualification is also suitable to persons who currently operating a small business or are thinking about operating a small business in the future.

Learning outcomes

Successful completion of this course will enable you to gain a nationally accredited qualification covering a broad range of skills, which are required in various business environments.

Attendance and study load

You will be required to:

- Commit to fortnightly trainer appointments via Zoom.
- Participate in all required online e-learning;
- Undertake self-directed learning activities, including individual research in your own time (estimated at 10 – 15 hours per unit of competency for the average learner). Details and expectations on these activities will be provided in your individual training plan; and
- Undertake theory and practical assessment activities (approximately 20 - 25 hours per week of program).

Student support is available on request.

Assessment

Assessment will include a range of activities including role plays, simulations, written tasks, oral questions, projects and observation in the workplace and simulated environment.

Work experience/placement

- Complete a minimum of 40 hours of work placement within the program.
- Students are strongly encouraged to identify a suitable organisation in which to complete their work placement and will be supported in this process..
- Work experience days, times and frequency to be arranged by each individual in order to accommodate any existing care requirements.
- The Trainer/Assessor will require each learner to complete a logbook and reflection journal based on their experiences along with requesting a supervisor's evaluation to identify skills strengths and development opportunities.

Entry Requirements

Wesley Vocational Institute has set the following entry requirements for enrolment in this course:

- Satisfactory level of language, literacy and numeracy
- Ability to commit to attendance and study load and work experience/workplacement requirements for this course
- Be an Australian or New Zealand citizen or Australian Permanent Resident

Course Fees

This training is subsidised by the NSW Government. Student fees may apply.

See www.smartandskilled.nsw.gov.au for further information and contact us to find out if you are eligible for fee concessions.

How to apply

- Step 1:** Please register your interest by contacting our Wollongong Office on (02) 4231 8200 or email Michelle.Konstandaras@wesleymission.org.au or call Sonia Daniels on 0437 906 087
- Step 2:** Our WVI representative will make contact with you to arrange your receipt of pre-course paperwork.
- Step 3:** Our WVI Course Advisor will provide you with your Smart and Skilled notification including student fee quote and payment options (if applicable)
- Step 4:** Complete mandatory Language, literacy and numeracy tool followed by the interview with the Trainer/Assessor
- Step 5:** A WVI representative will contact you during business hours to arrange your information session
- Step 6:** Complete and return your enrolment paperwork
- Step 7:** Our local office will contact you with information to prepare you for your course

Enrolment Documentation

- ☐ Photo ID (e.g., driver's license)
- ☐ USI Number (apply here www.usi.gov.au)
- ☐ Proof of welfare status (if applicable)

Other important information

Participant numbers for this course are strictly capped to ensure optimal learning conditions.

BSB30120 – Certificate III in Business	
BSBCRT311 – Apply critical thinking skills in a team environment	BSBLDR301 – Support effective workplace relationships
BSBPEF201 – Support personal wellbeing in the workplace	BSBWRT311 – Write simple documents
BSBSUS211 – Participate in sustainable work practices	BSBSTR301 – Contribute to continuous improvement
BSBTWK301 – Use inclusive work practices	BSBTEC301 – Design and produce business documents
BSBWHS311 – Assist with maintaining workplace safety	BSBTEC303 – Create electronic presentations
BSBXCM301 – Engage in workplace communication	BSBXTW301 – Work in a team
BSBPEF301 – Organise personal work priorities	