



# Wesley Vocational Institute

RTO Code 90091

## BSB30120 - Certificate III in Business

### Course details

<b>Start date</b>	March 2024 TBC
<b>Duration</b>	12 Months
<b>Location</b>	Ballina
<b>Trainer/Assessor</b>	Kellie Donnelly
<b>Information session</b>	To be confirmed

### About the course

This qualification is suitable for individuals seeking currently employed in business service roles seeking to gain additional skills.

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, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

### Who should enrol?

Individuals seeking work in the business sector and looking to obtain a nationally accredited qualification. Individuals who are interested in gaining skills relating to business.

### Learning outcomes

Successful completion of this course will enable you to gain a nationally accredited qualification in an industry which offers a broad range of employment opportunities, in various business environments and organisations.

### Attendance and study load

Individuals will be required to attend session 2 hours per fortnight. Students to complete self-paced activities over the 12 month period.

Students are expected to undertake approximately 10-15 hours per week of self-directed learning activities, including individual research.

**For further information, visit [wesleymission.org.au](http://wesleymission.org.au) or call 1800 676 039.**

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## Assessment

Assessment will include a range of written tasks and observation assessments within a simulated environment.

## Work-placement

Students are required to complete a minimum of 40 hours work placement throughout the program. If the student is currently employed in business related role these employment hours will contribute to the 40 hours of work-placement.

## Entry requirements

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

- Satisfactory level of language, literacy and numeracy
- Access to a computer with MS suite or similar applications and reliable internet
- Willingness to commit to the required study load over a 12 month period

## Course fees

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

See [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au) for further information and contact us to find out if you are eligible for fee concessions.

- All course material is provided and inclusive with course fee.

## How to apply

- Step 1:** Lodge an expression of interest by scanning the below QR code  
You can also contact Mel, Course Advisor on 0439 971 483 to arrange completion of pre-course paperwork
- Step 2:** WVI Course Advisor will provide you with your Smart and Skilled notification including student fee quote and payment options (if applicable)
- Step 3:** Complete mandatory Language, literacy and numeracy tool followed by the interview with the Trainer/Assessor
- Step 4:** Our local office will contact you with information to prepare you for your course

## Enroll/enquire now:

Click the link below or scan the QR code:

- [Enroll/enquire now](#)



## Other important information

Participant numbers for this course are strictly capped to ensure optimal learning conditions. Please contact us on 6588 1700 if you have any questions.

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BSBXCM301 – Engage in workplace communication	BSBINS309 – Maintain business records
BSBTWK301 – Use inclusive work practices	BSBSTR301 - Contribute to continuous improvement
BSBWHS311 – Assist with maintaining workplace safety	BSBCRT311 – Apply critical thinking skills in a team environment
BSBPEF201 – Support personal wellbeing in the workplace	BSBSUS211 – Participate in sustainable work practices
BSBTEC301 - Design and produce business documents	BSBXTW301 – Work in a team
BSBTEC303 – Create electronic presentations	BSBWHS332X – Apply infection prevention and control procedures to own work activities
BSBTEC202 - Use digital technologies to communicate in a work environment	