



STATUS

BSB30120 Certificate III in Business Traineeship

The Certificate III in Business Traineeship is designed to give you the skills and knowledge to successfully perform business and administrative operations across varied work environments.

You will gain the knowledge and confidence to work in a business environment in the following areas:

- Office technology, using software designed for word processing, spreadsheets and electronic presentations
- Customer engagement, including customer complaints
- Enhanced workplace communication, including working with diversity
- Developing professional business documentation
- Workplace health and safety
- Critical thinking

Throughout your traineeship you will undertake 13 units of training to meet the requirements of the nationally recognised qualification BSB30120 Certificate III in Business.

Progress in each unit will be made by developing and applying your skills in the workplace and via our simulated business. Our friendly trainers will be available to support and guide you through your learning and assessment requirements and will visit your workplace for training/assessment activities and consultation.

To study this course, you will need:

- To be employed under a contract of training (12 or 18 months full time or part time equivalent)
- Sufficient language literacy and numeracy skills to undertake training (assessed at enrolment)
- Allocated time during work hours to dedicate to training and assessment, this will be negotiated with your employer and may be online or via workshop attendance
- Access to a computer with MS Word and MS Excel, MS PowerPoint, Adobe Acrobat Reader DC, and an internet connection
- An email account and a Google account

Participants can achieve a Statement of Attainment or the full BSB30120 Certificate III in Business.

Training Duration:

12 or 18 months full time or part time equivalent

Course cost:

Contact us for course costs

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

Supported by the Government of South Australia

For more information:

Visit status.net.au/training/traineeships or call 1800 681 131



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