

BSB30120 Certificate III in Business

Skills for a brighter future.

BSB30120 Certificate III in Business

At Personnel Training, we offer the BSB30120 Certificate III in Business with learning options, available as a traineeship. Our curriculum is designed to equip you with essential business skills, preparing you for a successful career.

Our course provides comprehensive training in key areas such as:

- Critical thinking
- Workplace communication
- Team work
- Business technology & computer skills
- Workplace health and safety
- Writing & managing a range of business documents

You will learn from experienced trainers who bring real-world expertise to the classroom, ensuring you gain practical and relevant knowledge, ensuring you receive a high-quality education.

This course is ideal for current employees looking to upskill, and school leavers seeking a career in business. We offer learning options, available as both a traineeship and non-traineeship, to suit your needs. Whether you choose the traineeship option, where you can earn while you learn and gain practical experience in a real support setting, or the non-traineeship option, you will receive comprehensive online and in-person support, ensuring you receive a high-quality education.

Short courses for customised training and workforce development can also be discussed.

Enrol today and take the first step towards a successful business career with Personnel Training.

Call Us Today

1300 874 000

personnelgroup.com.au

RTO ID: 91454



VIC – If eligible, this training is delivered with Victorian & Commonwealth Government funding.

NSW – This training is subsidised by the NSW Government, check here for available subsidies smartandskilled.nsw.gov.au/ or call 1300 772 104.

Personnel Training encourages individuals with disabilities to access government subsidised training.

Personnel Group Training and Recruitment Pty Ltd trading as Personnel Training.

This qualification includes the following units:

*Core/Elective

BSBCRT311	Apply critical thinking skills in a team environment	C
BSBPEF201	Support personal wellbeing in the workplace	C
BSBSUS211	Participate in sustainable work practices	C
BSBTWK301	Use inclusive work practices	C
BSBWHS311	Assist with maintaining workplace safety	C
BSBXCM301	Engage in workplace communication	C
BSBTEC301	Design and produce business documents	E
BSBTEC302	Design and produce spreadsheets	E
BSBPEF301	Organise personal work priorities	E
BSBLDR301	Support effective workplace relationships	E
BSBOPS305	Process customer complaints	E
BSBOPS303	Organise schedules	E
BSBINS303	Use knowledge management systems	E

*Other elective units and additional skillsets or other customised training, may also be discussed to suit your specific needs.

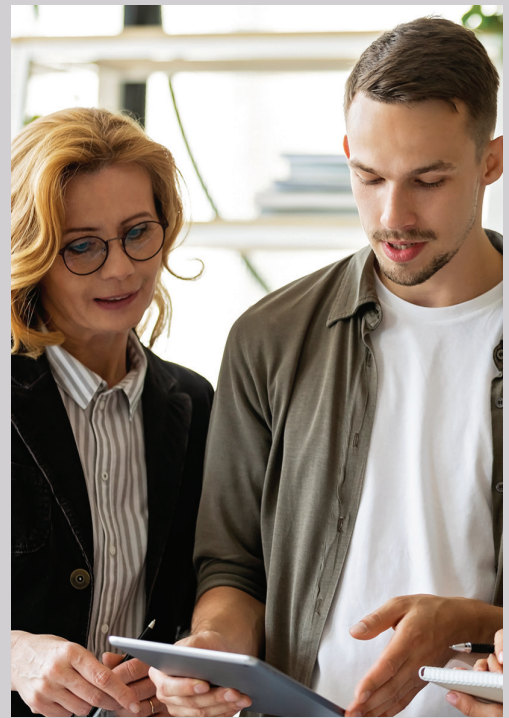
Careers and Pathways:

Careers:

- Executive assistant roles
- Office administration
- Receptionist
- Data entry and information desk roles
- Customer service rep.
- Clerical roles
- Local Government and administration roles

Pathways:

- Successful completion of this qualification may lead to further studies in business, human resources, project management, finance, and marketing for example at a Certificate IV, Diploma, or tertiary level.
- Pathways into future management positions as you develop experience.



Delivery methods

Blended with face-to-face and online learning.

When can I start?

We have flexible running enrolments so you can start any time.

Cost

We have a range of payment options available.

VIC	Traineeship Subsidised* Fee Free
	Non-Traineeship \$1990
NSW	Traineeship Subsidised* Fee Free
	Non-Traineeship \$1990

*Subject to eligibility

Duration of program:

Students will have up to 12 months to complete their qualification.

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NATIONALLY RECOGNISED
TRAINING

Disclaimer:
Information and fees are for 2025 and are current at the time of printing.

V1.0