

# BSB30120 Certificate III in Business

# ONE VERSATILE QUALIFICATION, ENDLESS OPPORTUNITIES!

Designed to give you a solid foundation to transfer to any industry, the Certificate III in Business is arguably our most popular, flexible and versatile qualification. If you're ready to break into the world of Business Services, this holistic qualification is exactly where you need to start!

Speak to our team about customising this course to suit your needs or choose from our ready-to-go specialisations. All options include highly desired core transferable skills plus additional, technology, business administration, customer service and engagement, teamwork and relationship, information management and business competence skills.



**Start Date:** Thursday, 3rd November 2022.



**Duration:** Every Thursday for 52 weeks.



**Location:** All classes will be held at the Novaskill New England branch (see below for details).



**Cost:** Price is determined by eligibility criteria. Concession or fee-FREE enrolment may be available.

**NSW Students:** This training is subsidised by the NSW Government. For consumer protection information please visit <https://smartandskilled.nsw.gov.au/for-students> or call 1300 772 104. HGT Australia Ltd. trading as Novaskill | RTO 6996



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# COURSE OVERVIEW

## Potential career outcomes

Upon successful completion of the qualification, career pathways may include, but are not limited to:

- Receptionist
- Administration Assistant
- Accounts Assistant

## Duration

Students are able to study full time, part time or with an employer as a traineeship for a maximum of 12 months for full time trainees or 24 months for part-time trainees.

## Different Ways to Study

This course can be delivered face-to-face in a classroom, self-paced via correspondence, online or as a combination. For detailed information, please [novaskill.com.au/ways-to-study](http://novaskill.com.au/ways-to-study).

## Work Placement

This qualification does not require mandatory work placement. However, access to a workplace will provide a real life, on-the-job experience and the opportunity to practise what you learn. It is suggested that at least 40 hours of work simulation/ experience be undertaken.

## Pre-Requisites

There are no specific pre-requisites for this course. Students may be required to undertake an initial pre-enrolment assessment to determine their suitability for this level of study.

## Study Pathways

Graduates may choose to further their study through enrolment in BSB40120 Certificate IV in Business, BSB40520 Certificate IV in Leadership and Management.

## Student Support

Friendly support, advice and assistance is provided by our teaching staff and Student Services Division to all students.

## Units of Competency

Students complete 13 units.

## Specialisations

This qualification may be achieved with different specialisations, if specific packaging rules are met. For more information, please ask for a copy of the Course Guide.

## Price

The price for this qualification is based upon specific eligibility requirements and concessions/subsidies may be available to some students. Please contact us for more details and a quote. Payment options may vary.

## Your Qualification

Successful completion of this course will lead to a nationally recognised qualification in Australia, awarded by HGT Australia Ltd. trading as Novaskill RTO Code 6996.

**VISIT**  
**NOVASKILL.COM.AU/**  
**COURSE-ENQUIRY/**  
**FOR MORE**  
**INFORMATION!**

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