



BSB30120 CERTIFICATE III IN BUSINESS

CRICOS COURSE CODE: 105250J

COURSE DETAILS

Provider Name	Nortwest Pty Ltd
RTO Code	91781
CRICOS Code	03256G
Course Code	BSB30120
Delivery location of course	Level 2, 531 George Street, Sydney NSW 2000 Level 2, 77 – 79 York Street, Sydney NSW 2000 Level 2, 66-68 Grenfell Street, Adelaide SA 5000 Level 9, 108 Lonsdale Street, Melbourne VIC 3000
Delivery mode	Face to face (Classroom based)
Duration	26 weeks, including 22 study weeks and 4 weeks of breaks.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week (may be more or less depending on learner's pre-existing skills and knowledge)



**NATIONALLY RECOGNISED
TRAINING**

FEES STRUCTURE

\$3,500

TUITION FEES

\$500

NON-TUITION FEES

\$4,000

TOTAL FEES

BSB30120 CERTIFICATE III IN BUSINESS

(NOTE: THIS QUALIFICATION DOES NOT CONTAIN ANY SPECIALISATION)

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

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.



COURSE ENTRY REQUIREMENTS:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Northwest Pty Ltd. requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Northwest Pty Ltd. is able to provide.
- Have successfully completed Australian year 10 or equivalent.
- Are at least at age of 18 on the date of course commencement.

·Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Northwest Pty Ltd. to identify student's needs for additional support during their study with Northwest Pty Ltd.



ADDITIONAL ENTRY REQUIREMENTS:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your Trainer/Assessor assistance in this regard.
- Student must have sound digital literacy and access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment face to face only.

ORIENTATION:

New student Orientation will be done face to face only. New students will receive an e-mail and call from the Admissions department on Friday, prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact [+61449955272](tel:+61449955272) or sso@nortwest.edu.au. Please email or call the student administration should you require any additional support.

CLASSES:

All classes will be conducted face to face at the student's respective campus of enrollment.

ASSESSMENT:

Assessment tasks will vary for each unit of competency. The Trainer or Assessor will explain the assessment requirements and due dates in class. Late submission fees applies if the assessment is not submitted on or before the due date.

SUPPORT:

All staff at Nortwest Pty Ltd will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each Trainer/Assessor through regular class participation to assist them continuing their studies.

PATHWAYS

Once students have successfully completed BSB30120 Certificate III in Business, they can apply for various roles across management positions that have supervisory performance accountabilities. The further study pathways available to students who undertake this qualification include:

- BSB40120 Certificate IV in Business
- BSB40520 Certificate IV in Leadership and Management
- BSB40820 Certificate IV in Marketing and Communication
- Other Certificate IV or Diplomas, in related fields such as Business, Management and/or Marketing, subject to meeting entry requirements of the intended qualification.

COURSE STRUCTURE:

A total of 13 Units (6 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB30120 Certificate III in Business. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 13 units in the qualification. Students completing all the required units of competency will attain full qualification.

CODE	TITLE	CORE/ ELECTIVE
BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBTWK301	Use inclusive work practices	Core
BSBWHS311	Assist with maintaining workplace safety	Core
BSBXCM301	Engage in workplace communication	Core
BSBTEC301	Design and produce business documents	Elective
BSBTEC302	Design and produce spreadsheets	Elective
BSBTEC303	Create electronic presentations	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBPMG430	Undertake project work	Elective
BSBOPS305	Process customer complaints	Elective
BSBWRT311	Write simple documents	Elective

ASSESSMENT METHODOLOGY:

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:



**WRITTEN
QUESTIONS**



PROJECTS



PRESENTATIONS



**REPORT
WRITING**



**ROLE PLAYS/
OBSERVATIONS**

At the beginning of each unit, your Trainer and Assessor will outline the assessment tasks that must be completed.

REFERENCE TEXTBOOKS:

Leadership and Management: Theory and Practice, (8th ed., AU/NZ ed.) Cole, Noble, Rule, Slingo & Worth. Cengage Learning Australia, 2023

FURTHER INFORMATION:

For further details, please refer to International Student Handbook for all related policies and procedures (policies and procedures also available on www.nortwest.edu.au) and other important information related to international students.

Please contact the Administration Manager for further information at

 applynow@nortwest.edu.au

 +61449955272

