



Australian Learning organisation
RTO Code: 45569

BSB30120 Certificate III in Business

Overview

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

What will you learn?

Learners are looking to undertake formalised study with the goal of achieving employment as an outcome of the program.

Learners are typically looking to elevate their skills and knowledge in business. Key motivators are the desire to achieve a formally recognised qualification that will assist them in achieving job outcomes.

Entry Requirements

Whilst there are no specific entry requirements relating to this qualification, however Australian Learning Organisation requires all prospective learners who did not complete year 10 or equivalent to undertake a formal literacy and numeracy test to gauge the individual's readiness for a certificate III level program. Support mechanisms are available for learners who may demonstrate a need for additional support, and these are documented in the student support section.

Duration and Delivery

Training and assessment will be conducted online and supported by the trainer/assessors and student support officers either face to face or telephone for a period of twelve months.

Payment Terms and Conditions

Course cost - \$2500.00

\$1500 payable at the time of enrolment

Balance to be paid in accordance with our course fees, 50% of the fees upon commencement (can be instalments) and balance before completion.

Commitment and Responsibility

Upon successful completion of all requirements for this qualification graduates will be awarded BSB30120 Certificate III in Business. Participants exiting prior to completion of all requirements will be awarded a Statement of Attainment from BSB30120 Certificate III in Business for those units successfully completed at the time of exit. However, Australian Learning Organisation cannot accept, and expressly disclaim, all responsibility and liability in respect to participants failing this qualification in part or in whole. Furthermore, Australian Learning Organisation cannot be held responsible in respect to finding participants any position opening, during and/or after completion of this qualification. It is the individual responsibility to seek external resources that may assist in finding work and a suitable position.

Assessments

Students will be asked to commit to a total of up to 4.6 hours per week to complete the assigned assessments tasks, 3.5 hours/week for supported learning and the monitored activities in the learner guide. And a total of 5 hours per week of supported self-studies
 Assessments consists of questions, case study and simulated work tasks observation/demonstration , and these can be done during the supported sessions.



Units of Competency

Code and	Name
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBPEF301	Organise personal work priorities
BSBOPS305	Process customer complaints
BSBWRT311	Write simple documents
BSBINS303	Use knowledge management systems
BSBINS302	Organise workplace information

Contact us

Australian Learning Organisation
 Email: info@alo.edu.au
 Web: www.alo.edu.au
 Contact: 1800180088