



BSB30120

# CERTIFICATE III IN BUSINESS

Cricos Course Code : 112820K



**Ready to  
become a  
Business  
Manager?**

**Melbourne CBD Campus**  
Level 6, 416-420 Collins Street  
Melbourne, VIC 3000

**Port Melbourne Campus**  
235 Ingles Street  
Port Melbourne, VIC 3207

**Let's achieve together**  
RTO No.: 41315 | CRICOS Provider Code: 03446A

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# Course Overview

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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Source : <https://training.gov.au/Training/Details/BSB30120>

## Career opportunities

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.

## Entry Requirements

- All students must be aged 18 years or over (International students) at the time of applying for admission to the College.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 11/12 qualification
- If student's educational qualifications do not meet OC's admission requirements, other factors may be considered at the discretion of OC. (Please contact admission staff for more details and refer to Application, Enrolment and Orientation policy for further details)
- IELTS band score of overall 6 (either Academic or General) or equivalent in line with the Department of Education and Home Affairs regulations (Refer to Application, Enrolment and Orientation policy for further details). Online IELTS is not accepted. Please refer to <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>
- Learners are required to be competent in written and spoken English and will undertake a Language, Literacy and Numeracy test prior to commencing the training. Refer to LLN policy for further details.
- Bring Your Own Device (BYOD) Policy is applicable for this course. Your device must have camera and speaker functions.
- Internet Access with a computer with up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player.
- Basic digital literacy (ability to communicate and access information through digital technologies like internet platforms, social media, search engines, emails and basic use of MS office products).

Please refer to our BYOD Policy for details

BSB30120

### Certificate III in Business

This course is delivered by Orange International College Pty. Ltd. | ABN : 15 167 063 596, CRICOS Provider Code : 03446A | RTO No : 41315

#### Course Information

Student	International/ Overseas (Fee for Service)
Delivery Mode	Blended learning model (70% face-to-face and 30% guided online learning)
Cricos Course Code	112820K
Campus locations	Training room, Level 6, 420 Collins Street, Melbourne 3000
Duration	This qualification will be delivered as full-time study over the course of 52 weeks including 12 weeks as breaks/ holidays. Duration may vary based on mode of delivery and/or RPL and CT
Intake	For more information, please visit our website <a href="http://www.orange.edu.au">www.orange.edu.au</a> or contact 1300069642
Fees	For more information, please visit our website <a href="http://www.orange.edu.au">www.orange.edu.au</a> or contact 1300069642

## Learning outcomes

On successful completion of this course the learners are going to be awarded BSB30120 Certificate III in Business Decorating, which is a nationally recognised qualification.

Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of the BSB30120 Certificate III in Business..

#### Pathway (but not limited to)

Certificate III	Certificate IV	Diploma
BSB30120 Cert III in Business	BSB40120 Cert IV in Business	BSB50120 Diploma of Business

Source: <https://www.myskills.gov.au/courses/details?Code=BSB30120> and <https://training.gov.au/Training/Details/BSB30120>

## Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in 13 units of competency, including: 6 core units, 7 elective units

An asterisk (\*) against a unit code below indicates that there is a prerequisite requirement that must be met. Prerequisite unit/s must be assessed before assessment of any unit of competency with an asterisk. All prerequisite requirements are packaged in the qualification.

### Core Units

Unit Code	Unit 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
BSBXC301	Engage in workplace communication

### Elective Units

Unit Code	Unit Name
BSBWRT311	Write simple documents
BSBTEC302	Design and produce spreadsheets
BSBPEF301	Organise personal work priorities
BSBOPS304	Deliver and monitor a service to customers
BSBOPS303	Organise schedules
BSBPMG430	Undertake project work
BSBCMM411	Make presentations

## Delivery Arrangements (Blended Learning Model)

#### Delivery Mode

The training will be delivered in 52 weeks with classes scheduled for 40 weeks and 12 weeks of break/ extra tutorials/reassessment period as per the requirement of individual student/learner.

Classroom delivery is implemented by setting up an appropriate training plan, indicating the units and sequence of delivery and access to LMS.

#### Study Mode:

Full time (20 hours per week - 70% hours face to face and 30% hours online), Learners may require 5 hours\* of self-directed learning per week (\*Indicative only).

Note: Please refer to the OC COVID-19 page for information regarding course updates Source: <https://www.orange.edu.au/covid-19-information/>

## Assessment methods

Assessment methods for this qualification include Guided Online Learning and Training (GOLT), written questions, projects, observations, presentations, case studies, reports, practical activities and work placement (if applicable only). GOLT are online, auto-marked summative assessments like True/False, Fill-in-the-Blanks, and Multiple-Choice questions.

## Recognition of Prior Learning (RPL) and Credit Transfer (CT)

#### Credit Transfer

If a certificate or statement of results is produced and verified, a credit transfer process will be initiated by Orange College in relation to the units as per the training plan. Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. (Source: AQF)

#### RPL/RCC

Upon enrolment of all learning programs, Orange College's code of practice states that all candidates for assessment will be offered RPL. This is reiterated in the student handbook and acknowledged in writing. RPL is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

"Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit." (Source: AQF)

