

BSB30120 Certificate III in Business - Traineeship

Aspire Performance Training offers **BSB30120 CERTIFICATE III IN BUSINESS** as a Traineeship to individuals employed in a variety of Business Services job roles.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They may also provide technical advice and support to a team.

This qualification requires that 13 units be achieved. Where only some units of competency are achieved, a statement of attainment will be issued.

The units of competency that make up this qualification are: **6 core units** and **7 elective units**.

National Code	National Title	
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
BSBTEC201	Use business software applications	Elective - A
BSBTEC301	Design and produce business documents	Elective - A
BSBXCS303	Securely manage personally identifiable information and workplace information	Elective - A
BSBPEF301	Organise personal work priorities	Elective - B
BSBXTW301	Work in a team	Elective - C
BSBOPS304	Deliver and monitor a service to customers	Elective - D
BSBOPS305	Process customer complaints	Elective - D

It is highly recommended that participants also view www.training.gov.au for detailed information on training packaging arrangements.

BSB30120 Certificate III in Business - Traineeship

INVESTMENT

BSB30120 Certificate III in Business	
Full Fee Cost	\$3, 500
Funded Concession	\$528.65
Funded Non-Concession	\$1,771.25

Trainees who qualify for a funded Traineeship through the Department of Training and Workforce Development (DTWD) will be charged as per the published rates on the DTWD Jobs and Skills WA website (<http://www.dtwd.wa.gov.au/jswa>).

*The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

NEXT STEPS

1. **Contact an Australian Apprenticeship Support Network (AASN) provider**
<https://www.australianapprenticeships.gov.au/search-aasn>

The AASN will determine a time to meet with you to sign up your trainee. From this date, it may take anywhere from 2-6 weeks for Aspire to receive the government contract.

2. **Contact Aspire once you have signed up with an AASN.**

Please advise us once you have signed up with the AASN and when we receive your trainee's contract, we will commence the enrolment process.

For any questions or communication regarding enrolments:

- **Phone:** (08) 6460 0965
- **Email:** enrolments@aspirept.com.au