

CERTIFICATE III IN BUSINESS BSB30120

This qualification
reflects the role
of individuals in a
variety of Business
Services job roles.



If you are a woman in the Strathfield area who is currently unemployed or facing unemployment and you would like to upskill yourself to enter the workforce, please join Strathfield Council and ASTUTE training for this free Business Administration Certificate 3 course at High Street Community Centre, Strathfield.

This is a weekly course commencing on **Wednesday 9 February 2022**. Participants must be available to attend all weeks. You must fit the course entry requirements as outlined in the flyer.

This is a nationally accredited course for people who want to enter the workforce in an administrative role in a variety of contexts. This course will also assist with gaining skills using Microsoft Office programs such as Word and Excel and keyboarding skills.

If you are interested, please scan the QR code and fill out the form.
In partnership with ASTUTE training. See over page for details.



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Course Entry Requirements

Students will be required to undertake a short English literacy assessment prior to enrolment. This qualification is available to learners that are eligible for Smart & Skilled funding.

NSW Smart & Skilled Eligibility criteria:

- 15 years old or over
- no longer at school
- living or working in NSW
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

Information relating to Smart and Skilled courses and eligibility can be accessed here -

<https://smartandskilled.nsw.gov.au/home>

This program is delivered under Smart and Skilled and this training is subsidised by the NSW government

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What You Will Learn

13 Units of competency – 6 core units and 7 elective units

Core Units

- 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

Elective Units

- BSBWRT311 Write simple document
- BSBTEC301 Design and produce business documents
- BSBTEC302 Design and produce spreadsheets
- BSBOPS304 Deliver and monitor a service to customers
- BSBTEC303 Create electronic presentations
- BSBTEC101 Operate digital devices
- BSBOPS303 Organise schedules

REGISTER YOUR INTEREST

Email: kate@astutetraining.edu.au

Delivery available: No classes during school holidays

Commence: 9 February 2022 (9.30 – 2.30)

Complete: 15 June 2022

