

BSB30120 Certificate III BUSINESS



Interested in a career in business?

This qualification is ideal for those looking to increase their opportunities and gain the practical and theoretical skills to succeed in a service environment.

Instead of offering generalised training that won't be relevant to the role you wish to pursue, CTA Training Specialists offers electives that tailor this course to meet specific goals and requirements of Event Cinemas.

Training is delivered onsite to compliment your practical experience that will be gained across hospitality, retail and customer service roles and responsibilities.

Customised Learning Relevant to You

Students with prior work / life experience or prior formal training can apply for recognition of prior learning (RPL) and course credits for BSB30120 Certificate III in Business.

EVENT

C I N E M A S

COURSE DETAILS

Delivery Method: Blended including classroom and workplace observations

Course Duration: 12 months*

Units: 13 units of competency to be completed

Qualification:

BSB30120 Certificate III in Business

Assessments: Written questions, practical skills, tasks, projects, reports, role plays/presentations and third party evidence

Nationally Recognised Training: Yes

Recognition of Prior Learning: Yes†

CAREER OUTCOMES

- > Administration Officer/Assistant
- > Customer Service Representative
- > Duty Manager
- > Team Leader
- > Supervisor

ENROL

Enrolling with CTA Training Specialists is easy, just call us on (07) 3878 8977 or email operations@ctatraining.com.au.

* Expected timeframe.

† RPL is not applicable to school based traineeships

07 3878 8977
www.ctatraining.com.au



BSB30120 Certificate III BUSINESS

To achieve the qualification
BSB30120 Certificate III in Business
you must complete 13 units of competency,
consisting of 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:

- > **BSBTEC202** Use digital technologies to communicate in a work environment
- > **BSBTEC404** Use digital technologies to collaborate in a work environment
- > **BSBPEF301** Organise personal work priorities
- > **SIRXPDK001** Advise on products and services

Hospitality pathway:

- > **SITXFSA005** Use hygienic practices for food safety
- > **SITXFSA006** Participate in safe food handling practices
- > **SITHFAB021** Provide responsible service of alcohol
- > **HLTAID011** Provide First Aid (Event Cinemas exclusive)

TRAINING AND ASSESSMENT:

Training and assessment is delivered face-to-face for each student in their local area in clustered training sessions. Students must be able to attend these training sessions to complete all units of competency. Students may complete their practical training components in a simulated environment and will be provided all equipment and facilities required to complete the units of competency in this qualification. The theory component will be completed in a classroom environment forming the remaining part of the training schedule.

You may be eligible to receive funding from the Queensland Department of Employment, Small Business and Training for this qualification.

EVENT

C I N E M A S

STUDY PATHWAYS

Pathways into the qualification

Whilst there are no specific entry requirements to enrolling in the BSB30120 Certificate III in Business, it is recommended that students have some vocational experience assisting in a range of environments such as customer service, retail, workplace health and safety, and food and personal hygiene.

This course is also available to students who have completed the superseded BSB20115 Certificate II in Business, BSB20120 Certificate II in Workplace Skills and/or SIT20322 Certificate II in Hospitality.


Pathways from the qualification

After achieving the BSB30120 Certificate III in Business qualification, you could progress to the BSB40120 Certificate IV in Business, SIT50422 Diploma of Hospitality Management or BSB50420 Diploma of Leadership & Management. From a Diploma, you could undertake the SIT60322 Advanced Diploma of Hospitality Management.

Please refer to the respective course information on our website www.ctatraining.com.au in regards to eligibility criteria, credit transfers, fees and funding and Government contracts that may be applicable.

In accordance with RTO Standards Clause 4.1c, CTA Training Specialists does not guarantee that a student will successfully complete this course or obtain a particular employment outcome where this is outside the control of the RTO. There is no guarantee provided that a training product can be completed in a manner which fails to meet the requirements of Clauses 1.1 and 1.2 of these Standards. CTA Training Specialists is responsible for ensuring compliance and conducts regular reviews on all of its Training and Assessment strategies. CTA Training Specialists will ensure that through the implementation of the Australian Qualifications Framework Issuance Policy that students will be issued the certification documentation to which they are entitled to within 30 days.

 facebook.com/CTATrainingSpecialists

 linkedin.com/company/ctatrainingsspecialists

 twitter.com/CTATrainingAU

 instagram.com/CTATrainingSpecialists



07 3878 8977 www.ctatraining.com.au