

# Certificate III in Business (Traineeship)

|              |                                                          |
|--------------|----------------------------------------------------------|
| COURSE CODE  | BSB30120                                                 |
| LOCATIONS    | Warrnambool, Workplace training                          |
| STUDY MODE   | Full-time, Traineeship                                   |
| Length       | 12 months                                                |
| Commencement | Start any time                                           |
| Timetable    | On-the-job training plus virtual classes each fortnight. |

## Course Overview

*This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.*

### Introduction

Begin your career in the business industry with the Certificate III in Business. This traineeship teaches you a variety of skills and knowledge while working within a business environment. Under the supervision of a qualified person, you will gain practical skills which can be applied to your chosen industry including medical, finance or retail.

### Mode of delivery

On-the-job training plus virtual classes\* each month.

**\*Virtual classroom** - a live online teaching and learning environment where teachers and students can present course materials, engage, interact, and work in groups together.

## Course Outcomes and Career Opportunities

After successfully completing this qualification, you will be equipped with the skills technical advice and support to a team. You may gain employment as:

- Clerical officer
- Customer service officer
- Data entry operator
- Information Officer
- Payroll officer
- Word processing operator
- Sales assistant
- Senior sales assistant
- Customer service assistant
- Point-of-sale operator

### Pathways

After successfully completing this qualification, you may choose to [expand your skills in bookkeeping](#) or financial courses such as the [Certificate IV in Accounting and Bookkeeping](#).

## Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

## Course Requirements

*This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.*

### Entrance requirements & pre-requisites

You must be employed as a trainee in a suitable business before commencing this course.

If you are currently **not** employed in this field, please contact the [Skills and Jobs Centre](#) for further advice.

### Apprenticeship/Traineeship Entry Requirements

You need to be employed in this field as an apprentice or trainee before commencing this course.

If you are currently **not** employed in this field please contact the [Skills and Jobs Centre](#) for further advice.

### Course requirements

To be eligible to be awarded this qualification, you must successfully complete 13 units: 6 core and 7 elective.

### Units offered

#### Core Units

| Unit Code | Unit Name                                            | Unit Hours | Unit Consumables |
|-----------|------------------------------------------------------|------------|------------------|
| BSBCRT311 | Apply critical thinking skills in a team environment | 40         | \$0.00           |
| BSBPEF201 | Support personal wellbeing in the workplace          | 50         | \$0.00           |
| BSBSUS211 | Participate in sustainable work practices            | 20         | \$0.00           |
| BSBTWK301 | Use inclusive work practices                         | 30         | \$0.00           |
| BSBWHS311 | Assist with maintaining workplace safety             | 40         | \$0.00           |
| BSBXCM301 | Engage in workplace communication                    | 40         | \$0.00           |

#### Elective Units

| Unit Code | Unit Name                                  | Unit Hours | Unit Consumables |
|-----------|--------------------------------------------|------------|------------------|
| BSBPEF301 | Organise personal work priorities          | 30         | \$0.00           |
| BSBOPS303 | Organise schedules                         | 15         | \$0.00           |
| BSBOPS304 | Deliver and monitor a service to customers | 35         | \$0.00           |

|           |                                                               |    |        |
|-----------|---------------------------------------------------------------|----|--------|
| BSBTEC301 | Design and produce business documents                         | 80 | \$0.00 |
| BSBTEC302 | Design and produce spreadsheets                               | 35 | \$0.00 |
| BSBTEC303 | Create electronic presentations                               | 20 | \$0.00 |
| BSBTEC404 | Use digital technologies to collaborate in a work environment | 50 | \$0.00 |

## Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

## After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

### Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

### Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

### Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

## Fees

*This section gives you an overview of course fees, subsidies, and how they can be paid.*

## Course Fees

**Here's an outline of fees and costs associated with your course.**

**Your fees each year can be made up of 3 different elements.** Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

## Tuition fees

**There are 4 different rates of tuition fees.** Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.  
[Find out more about subsidised training](#)
2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.  
[Find out more about concession rates](#)
3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.  
[Find out more about Free TAFE](#)  
[Find out more about Free TAFE Pathways Programs](#)
4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

#### **FIND OUT MORE ABOUT FEES AND ELIGIBILITY**

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

| Course fees by student type                      | Indicative Course Fee |
|--------------------------------------------------|-----------------------|
| Government subsidised rate (if eligible)         | \$1,725.00            |
| Concession rate                                  | \$345.00              |
| Full fee rate (if not eligible for govt subsidy) | \$0.00                |

  

| Additional course fees                    | Indicative Course Fee |
|-------------------------------------------|-----------------------|
| Course consumable/materials (approximate) | \$183.75              |

## Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

## How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

## Next Steps

*Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.*

## How to apply for an apprenticeship or traineeship

There are five simple steps to apply for an apprenticeship or traineeship with us.

1. **Find a job** - find a job as an apprentice or trainee through an Apprenticeship Centre or Group Training Company.
2. **Register** - register with an Australian Apprenticeship Support Network (AASN) and nominate SWTAFE as your training provider (your employer will usually do this for you).
3. **Complete a pre-training review** - SWTAFE staff will contact you to organise your Pre-Training Review once your AASN contract registration is complete.
4. **Enrol** - complete the enrolment form provided to you and provide your identification.
5. **Sign** - once you've completed your enrolment form and verified your identification you will receive your student declaration form to review and sign. You can sign this digitally via your smartphone, computer or tablet.

If need any assistance with applying, [contact our Customer Service team](#) on 1300 648 911 or [visit your nearest campus](#).

## Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

## Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).