

BSB30120

Certificate III in **BUSINESS** (Administration)

Founded by experts in the Building and Construction industry, **Foundation Training Australia** knows what it takes to train workforce ready, industry leading trade professionals.

We seek to guide your best self and truly **Develop Your Human Potential**.

We believe in a NO BS approach to learning providing you with expert, qualified trainers, flexible study options and hands on support to set you up for success and keep you motivated.

Don't settle! Whilst you will see the rest, when you're ready, work with the best.



BUILD YOUR CAREER




Build your career in Business with a strong set of professional skills that Employer's value.

This course is a great introduction into the business world. It will develop your knowledge in a broad range of business administrative tasks and skills including, maintaining business resources, process payroll, accounts and workplace technology.

As well as learn people skills such as engage in workplace communication, support personal wellbeing in the workplace and apply critical thinking skills in a team environment.

There are no entry requirements for this course.

BENEFITS

-  Pave your way with a nationally recognised qualification for greater career opportunities
-  Take control of your study with self-paced online delivery
-  Mentorship from highly qualified trainers

YOUR CAREER REALISED

Career Outcomes

How Exciting! Here are some potential career outcomes to consider which include:



Receptionist



Administration Assistant






Personal Assistant



BUILD YOUR DREAM CAREER

DELIVERY OPTIONS

-  Self-Paced Online Learning
-  Recognition of Prior Learning Options
-  Traineeship Friendly

At FTA we are your industry training partner, providing you with the skills needed to truly develop your human potential

Enrol today! Call 07 3505 5989
to start your training for this
fundamental skill.

For further information regarding recognition of prior learning, funding, apprenticeships, fees and charges and our refund policy please visit www.fta.edu.au or contact us on 07 3505 5989.

Successful completion of this qualification requires you to complete all core and elective units.

This nationally recognised qualification is delivered by Foundation Training Australia (RTO ID 31972)



Completed students receive:

- Nationally Recognised Qualification
- Certificate proof of completion
- Complimentary Competency Card



Got questions
but not ready to call?
Have a read of our
knowledge base
<-- SCAN CODE



YOU'RE AT LEVEL 2!

This certificate will get you
to a level 2 **career pathway**

For all the levels scan the
code and see your industry
brochure!



CORE UNITS (6)

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

SUGGESTED ELECTIVE UNITS (7) *For alternative electives ask your trainer

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
BSBOPS301	Maintain business resources
BSBOPS303	Organise schedules
BSBFIN302	Maintain financial records
BSBINS202	Handle receipt and dispatch of information

BUSINESS & MANAGEMENT

COURSES

CERTIFICATE III

FNS30317 Certificate III in Accounts Administration

BSB30120 Certificate III in Business (Administration)

BSB30120 Certificate III in Business (Customer Engagement)

CERTIFICATE IV

BSB41419 Certificate IV in Work Health and Safety

FNS40217 Certificate IV in Accounting and Bookkeeping

BSB40320 Certificate IV in Entrepreneurship and New Business

DIPLOMA

BSB50820 Diploma of Project Management

BSB51319 Diploma of Work Health and Safety

CAREER PATHWAYS

Here are a few career outcomes if you want to work in Business.



Office Administrator/ Clerical Worker
Data Entry Operator/ Information Desk Clerk
Office Junior/ Personal Assistant/ Receptionist



Bookkeeper/ Debtors Clerk/ Payroll Officer
Process Server/ Accounts Clerk/ Accounts Assistant
Accounts Administrator/ Accounts Payable Officer
Accounts Receivable Officer/ Administration Assistant/ Credit Officer



Work Health and Safety Systems Officer/ WHS Coordinator/
Workplace Safety Contact/ Rehabilitation Coordinator
Work Health and Safety Inspector/ Work Health and Safety Manager
Occupational Health and Safety Advisor



Business owner/ Operations manager
Small Business Manager/ Project Leader
Project Team Leader/ Program Manager

