



Training Consultancy

RTO 31888 | CRICOS 04071H

BSB30120

CERTIFICATE III IN BUSINESS

Your first choice training
provider for quality training
and education designed for an
industry ready workforce

Study your Way with DP Training

[View Course Webpage](#) >

RTO Code - 31888



NATIONALLY RECOGNISED
TRAINING

Why Choose DP Training

DP Training forges partnerships Australia wide to provide high quality, accessible, training and education programs in specific areas of the Vocational Education and Training (VET) sector to persons wanting to enter the workforce, to individuals waiting to retrain and continually upskill and to employers wanting to improve existing workers' skills.

Business Industry Insights

The business industry is one of the biggest industries in Australia. Business is still a promising industry in the future. The number of workers in this industry are continuously increasing and will increase in the future as well. In this industry, there is a wide range of jobs and opportunities.

Job Outlook in Australia

There were 20,100 Other Clerical & Administrative Workers in 2020. The number of workers fell over the past 5 years, is expected to stay about the same over the next five years and is likely to reach 20,300 by 2025.

Average salary for administrator in Australia

How much does a Administrator make in Australia?

\$78,317 / Annual

Based on 4051 salaries

The average **administrator** salary in **Australia** is **\$78,317** per year or **\$40.16** per hour. Entry-level positions start at **\$62,484** per year, while most experienced workers make up to **\$114,935** per year.



Course Information

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

What does the course cover?

By pursuing this qualification you will learn industry skills such as -

- Communication skills
- Marketing acknowledgements
- Accounting and budgeting
- Unlock the entrepreneur inside you
- Investment & finance
- Project management

Key Benefits

Nationally Recognised

The course is nationally recognised under the Australian Qualifications Framework, so you can use it as pathway to university qualifications around Australia. When you choose DP Training for your career development you only move forward. You can start with this qualifications to build career opportunities and pathway towards Tertiary Education.

Job Ready Training

At DP Training you get the opportunity to undertake practical-based learning and hands on experience via workplace-driven course content.

Entry Requirements

There are no entry requirements for this qualification, however, the preferred pathways for candidates considering this qualification include:

- BSB20115 Certificate II in Business or other relevant qualification

OR

- with vocational experience assisting in a range of support roles without a formal business qualification.
- Be over 15 years of age and no longer attending secondary school
- Undertake Language, Literacy and Numeracy (LLN) Skills Indicator assessment questionnaire
- Have technological skills to undertake computer/online work and have access to a computer and software with the following minimum specifications

Enrolment Requirements

To enrol in this course, you must provide-

- Proof of ID: Colour copy of Passport or Driver's Licence.
- Unique Student Identification Number (USI)
- Colour copy of Certificates and Statement Results for any previously attained or partially completed qualifications completed in or recognised in Australia.

Job outcomes

After the completion of this course, you will be ready to take on a variety of job roles within the industry like -

- customer service adviser
- data entry operator
- general clerk
- payroll officer
- typist
- word processing operator

Course Duration



12 months

Study Options

This course is delivered via our DP Learning@Home Program offering a blend of

- Online (Self-Paced)
- Blended
- Block or day release for apprentices
- Recognition of Prior Learning (RPL)
- A combination of the above

Course Delivery

Online (Self-Paced)

- Rolling intake, start anytime!
- Training Materials offered using electronic-based delivery,
- Trainers/Assessors are available to support you through email and/or telephone contact.
- Online delivery for 13 units of competency
- The opportunity to attend weekly trainer-led study support sessions via Zoom for the duration of your course
- Self-paced (up to 12 months to complete)
- Office/business workplace, or for students who do not have access to office/business workplace, DP training offers a business/office classroom simulated environment at DP training locations



RPL Delivery

- Designed for existing workers who are able to demonstrate that they have acquired the required knowledge and skills specified in the training package through formal, non-formal and informal learning
- If you consider yourself to already have the knowledge and skills for the qualification, any person currently working in the industry has the opportunity to apply for the Recognition of Prior Learning (RPL) assessment-only pathway

Take a 60-second Skill Assessment Check Now to determine your eligibility for RPL.



Course Structure

This qualification is made up of 13 units of competency (6 core, 7 electives) which reflect the needs of industry.

| Unit Code | Core Unit Name |
|-----------|--|
| 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 |
| Unit Code | Elective Unit Name |
| BSBOPS301 | Maintain business resources |
| BSBOPS303 | Organise schedules |
| BSBPUR301 | Purchase goods and services |
| BSBFIN302 | Maintain financial records |
| BSBWRT311 | Write simple documents |
| BSBTEC201 | Use business software applications |
| BSBPEF301 | Organise personal work priorities |

**Students are required to complete all units listed. The course is expected to be completed in a maximum of twelve months. To attain the certificate all assessments and office/business workplace environment hours are required to be completed.*

Our Campus

Online Delivery Nationally

DP Training Campus

- Brisbane – 162 Abbotsford Road, Bowen Hills QLD 4006
- Gold Coast – Level 3, Unit 7, 52 Davenport Street, Southport QLD 4215

Other training and meeting rooms

- Adelaide – 97 Pirie Street, Adelaide, SA 5000
- Sydney – Level 17, Angel Place,
- 123 Pitt St, Sydney NSW 2000
- Melbourne – Level 10, 440 Collins Street, Melbourne VIC 3000



WHY STUDY WITH DP TRAINING

When you choose DP Training you choose career growth, stability, and success!

83.9%

**Students
Recommended
DP Training**

92.2%

**Overall Student
Satisfaction
Rate**

92.1%

**Graduate
Employability
Rate**



Course Fee

*Full Fee for Service: \$2150

RPL Assessment – total assessment fee \$1500, then if applicable, \$100 per unit of gap training capped at 10 units.

*Refer to the Domestic Student Policies Page for full fees policy and procedures - dptraining.com.au/domestic-student-policy/

Funding

Government funding assists students by subsidising their tuition fees. Funding varies between State / Territories, and students are required to meet eligibility requirements. Find out what types of Government funding or incentives might be available to you in your area by checking your eligibility here - <https://www.dptraining.com.au/government-funded-training/>



We are excited to hear from you

Commence your BSB30120 Certificate III in Business today to take the next step forward in your career.



To discuss the course that's right for you call
1300 130 487



To find out more information email
info@dptrainingconsultancy.com



To enrol, visit our website
www.dptraining.com.au/

