



MP TRAINING +  
RECRUITMENT

BSB30120 Certificate III in Business

# Skills for a brighter future.

## BSB30120 Certificate III in Business

At MP Training and Recruitment, we offer the BSB30120 Certificate III in Business with learning options, available as a traineeship. Our curriculum is designed to equip you with essential business skills, preparing you for a successful career.

Our course provides comprehensive training in key areas such as:

- Critical thinking
- Workplace communication
- Team work
- Business technology & computer skills
- Workplace health and safety
- Writing & managing a range of business documents

You will learn from experienced trainers who bring real-world expertise to the classroom, ensuring you gain practical and relevant knowledge, ensuring you receive a high-quality education.

This course is ideal for current employees looking to upskill, and school leavers seeking a career in business. For those opting for the traineeship, you can earn while you learn, gaining practical experience in a real business environment.

Short courses for customised training and workforce development can also be discussed.

Enrol today and take the first step towards a successful business career with MP Training and Recruitment.

Call Us Today

02 6057 9333

[mptrainingandrecruitment.com.au](http://mptrainingandrecruitment.com.au)

RTO ID: 91454



VIC – If eligible, this training is delivered with Victorian & Commonwealth Government funding.

NSW – This training is subsidised by the NSW Government, check here for available subsidies [smartandskilled.nsw.gov.au](http://smartandskilled.nsw.gov.au)/or call 1300 772 104.

MP encourages individuals with disabilities to access government subsidised training.

Julie Reid Management Pty Ltd trading as MP Training and Recruitment.

# This qualification includes the following units:

<b>BSBCRT311</b>	Apply critical thinking skills in a team environment	C
<b>BSBPEF201</b>	Support personal wellbeing in the workplace	C
<b>BSBSUS211</b>	Participate in sustainable work practices	C
<b>BSBTWK301</b>	Use inclusive work practices	C
<b>BSBWHS311</b>	Assist with maintaining workplace safety	C
<b>BSBXCM301</b>	Engage in workplace communication	C
<b>BSBTEC301</b>	Design and produce business documents	E
<b>BSBTEC302</b>	Design and produce spreadsheets	E
<b>BSBPEF301</b>	Organise personal work priorities	E
<b>BSBLDR301</b>	Support effective workplace relationships	E
<b>BSBOPS305</b>	Process customer complaints	E
<b>BSBOPS303</b>	Organise schedules	E
<b>BSBINS303</b>	Use knowledge management systems	E

\*Core/Elective

\*Other elective units and additional skillsets or other customised training, may also be discussed to suit your specific needs.

## Careers and Pathways:

### Careers:

- Executive assistant roles
- Office administration
- Receptionist
- Data entry and information desk roles
- Customer service rep.
- Clerical roles
- Local Government and administration roles

### Pathways:

- Successful completion of this qualification may lead to further studies in business, human resources, project management, finance, and marketing for example at a Certificate IV, Diploma, or tertiary level.
- Pathways into future management positions as you develop experience.



## Delivery methods

Blended with face-to-face and online learning.

## When can I start?

We have flexible running enrolments so you can start any time.

## Cost

We have a range of payment options available.

<b>VIC</b>	Traineeship Subsidised*	<b>\$1500</b>
	Non-Traineeship	<b>\$4000</b>
<b>NSW</b>	Traineeship Subsidised*	<b>Fee Free</b>
	Non-Traineeship	<b>\$4000</b>

\*Subject to eligibility

## Duration of program:

Students will have up to 12 months to complete their qualification.

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NATIONALLY RECOGNISED  
TRAINING

### Disclaimer:

Information and fees are for 2024 and are current at the time of printing.

### RPL:

Recognition of Prior Learning also available.