



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

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 or call 1300 772 104.

MP encourages individuals with disabilities to access government subsidised training.

Personnel Group Training and Recruitment Pty Ltd trading as MP Training and Recruitment.

This qualification includes the following units:

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

VIC	Traineeship Subsidised*	\$0
	Non-Traineeship	\$1990
NSW	Traineeship Subsidised*	\$0
	Non-Traineeship	\$1990

*Subject to eligibility

Duration of program:

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

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Disclaimer:

Information and fees are for 2025 and are current at the time of printing.

RPL:

Recognition of Prior Learning also available.