



BSB30120

CERTIFICATE III

IN BUSINESS

CRICOS COURSE CODE: 105250J

COURSE DETAILS

Provider Name	Nortwest Pty Ltd t/a City Institute
RTO Code	91781
CRICOS Code	105250J
Delivery location of course	Level 2, 531 George Street, Sydney NSW 2000 Level 2, 77 - 79 York Street, Sydney NSW 2000 Level 2, 66-68 Grenfell Street, Adelaide SA 5000
Delivery mode	Face to face (Classroom based) Flexible learning (Covid-19)
Duration	26 weeks, including 22 study weeks and 4 weeks of holidays.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week <i>(may be more or less depending on learner's pre-existing skills and knowledge)</i>

**NATIONALLY RECOGNISED
TRAINING**

TOTAL COURSE FEE: AUD 7,000

TUITION FEE: AUD 6,000

MATERIAL FEE: AUD 250

APPLICATION FEE: AUD 750 (NON-REFUNDABLE)

(Application fee is non-refundable under all circumstances. Please refer to Nortwest Pty Ltd.'s refund policy and procedure for further details)

BSB30120 CERTIFICATE III IN BUSINESS

(NOTE: THIS QUALIFICATION DOES NOT CONTAIN ANY SPECIALISATION)

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.



COURSE ENTRY REQUIREMENTS:

ENTRY TO THIS QUALIFICATION IS LIMITED TO THOSE WHO:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Northwest Pty Ltd. requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Northwest Pty Ltd. is able to provide.
- Have successfully completed Australian year 10 or equivalent.
- Are at least at age of 18 on the date of course commencement.

·Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Northwest Pty Ltd. to identify student's needs for additional support during their study with Northwest Pty Ltd.



COVID-19 VARIATION TO DELIVERY AND ASSESSMENT STRATEGY

ADDITIONAL ENTRY REQUIREMENTS:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have sound digital literacy and access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).
- Where classroom visit is required to conduct the assessments in the compliant way and in accordance with Standard 1.8 of SRT0 2015, Nortwest Pty Ltd. would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.

During COVID-19 (coronavirus) outbreak, Nortwest Pty Ltd. will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Nortwest Pty Ltd. aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

ORIENTATION:

New student Orientation will be done via phone, e-mail and zoom. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact +61 451 915 609 or applynow@nortwest.edu.au. Please email or call the student administration should you require any additional support.

CLASSES:

During Covid-19, Nortwest Pty Ltd will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment, student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

ONLINE OPTIONS:

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

ASSESSMENT:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

SUPPORT:

All staff at Nortwest Pty Ltd will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Nortwest Pty Ltd will also provide online academic and language support and student support staff are always here to help.

PATHWAYS

Once students have successfully completed BSB30120 Certificate III in Business, they can apply for various roles across management positions that have supervisory performance accountabilities. The further study pathways available to students who undertake this qualification include:

- BSB40120 Certificate IV in Business
- BSB40520 Certificate IV in Leadership and Management
- BSB40820 Certificate IV in Marketing and Communication
- Other Certificate IV or Diplomas, in related fields such as Business, Management and/or Marketing, subject to meeting entry requirements of the intended qualification.

COURSE STRUCTURE:

A total of 13 Units (6 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB30120 Certificate III in Business. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 13 units in the qualification. Students completing all the required units of competency will attain full qualification.

CODE	TITLE	CORE/ELECTIVE
BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBTWK301	Use inclusive work practices	Core
BSBWHS311	Assist with maintaining workplace safety	Core
BSBXCM301	Engage in workplace communication	Core
BSBTEC301	Design and produce business documents	Elective
BSBTEC302	Design and produce spreadsheets	Elective
BSBTEC303	Create electronic presentations	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBPMG430	Undertake project work	Elective
BSBOPS305	Process customer complaints	Elective
BSBWRT311	Write simple documents	Elective

ASSESSMENT METHODOLOGY:

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:



Written questions



Projects



Presentations



Report writing



**Role plays/
observations**

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

REFERENCE TEXTBOOKS:

Management Theory and Practice, 7th Edition, Cole, Cengage Learning, 2016

FURTHER INFORMATION:

For all further details, please refer to International Student Handbook on for all related policies and procedures (policies and procedures also available on www.nortwest.edu.au) and other important information related to international students including Covid-19, living cost, life and study in Sydney, etc.

Please contact the Administration Manager for further information at

 applynow@nortwest.edu.au

 +61 451 915 609

