

# BSB30120 - Certificate III in Business

**Birrang Enterprise Development  
Company Ltd**

9 Colliers Avenue  
ORANGE NSW 2800

PH: (02) 6361 9511



Providing our community  
with quality training and  
support



RTO No: 91810



## Who is this course for?

This qualification is for any individual from all different cultures and backgrounds, school leavers, disadvantaged clients and to help individuals create a pathway into the Business sector.

## How is the course delivered?

The course is delivered as a face to face, unit by unit delivery method. It requires classroom attendance which starts at 9am and finishes at 3pm. This course is subject to the minimal hours of 465 hours.

## Recognition of prior Learning

All students are offered the opportunity to apply for RPL (Recognition of Prior Learning) or RCC (Recognition of Core Competencies) on enrolment. Birrang can only offer RPL for units on our scope.

## Language, Literacy & Numeracy

All Students are interviewed on enrolment and if needed further LLN (Language, Literacy & Numeracy) activities are provided. Birrang can provide support personnel and external LLN support services are available to all students in need and are offered to students at the time of enrolment.

## Qualification Notes

### Descriptor

This qualification reflects the roles of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

Some job roles may be: Clerk, Data Entry Operator, Junior Personal Assistant, Receptionist, Office Administration Assistant, Office Administrator, Word Processing Operator.

## Qualification Pathways

### Entry requirements

There are no entry requirements for this qualification.

### Pathways from the qualification

This course also provides a pathway for those wishing to continue on with their business studies. After achieving BSB30120 Certificate III in Business, candidates can continue their business studies into BSB40320 - Certificate IV in Entrepreneurship and New Business..

### Licensing, Legislative, Regulatory or Certification

**Considerations** There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.



## BSB30120 - Certificate III in Business Pre - Selected Units

BSBSUS211	Participate in sustainable work practices
BSBWHS311	Assist with maintaining workplace safety
BSBCRT311	Apply critical thinking skills in a team environment
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process Customer Complaints
BSBPEF201	Support personal Well-beinging the workplace.
BSBPEF301	Organise Personal Work Priorities
BSBTEC201	Use Business software applications
BSBTWK301	Use inclusive work practices
BSBWRT311	Write simple documents
BSBXCM301	Engage in workplace communication
BSBXTW301	Work in a team
BSBTEC202	Use digital technologies to communicate in a work environment

### Packaging Rules

13 Units in total\*

6	Core
3	Group A units
1	Group B units
1	Group C units
2	Group D units

\*As Birrang have already pre-selected the qualification package, there are no additional electives available



### Employability Skills

- Communication,
- Teamwork,
- Problem Solving
- Initiative and enterprise
- Planning and Organising
- Self management
- Learning and Technology

### FEES

Delivery	\$3,000.00
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Admin	\$750.00
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Resources	\$750.00
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Total*	\$4,5000.00
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\*The total fees RPL are the same as the total fee listed above

Re-Issuing a certificate, qualification or a statement of attainment - \$25.00

Replacemement of text or learning material - at Cost



## When and how do I pay?

Fees are payable when you receive notification of enrolment. Fees must be paid in full within 5 days of receiving this notification from Birrang. We may discontinue training if the fee is not paid as required.

Payment methods include:

Bank Deposit

Direct Debit

Cheque

(Payment details included on invoice)

## Do I pay GST in my tuition fees?

No - GST is exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling.

The ruling explains the supply of a course for "Professional or Trade Course" is a GST-free education course.

## Can I get a refund?

Yes- If you give notice to cancel your enrolment, more than 10 days prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid.

If you give less than 10 days prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Birrang is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will NOT be entitled to a refund of fees. Discretion may be exercised by the CEO if there are extenuating or significant personal circumstance that led to your withdrawal.

If for any reason Birrang is unable to fulfill it's service agreement with a student, Birrang must refund the student's proportion of fees paid for services not delivered.

## Fees and Refunds

**Birrang is a registered training organization under the National Vocational Education and Training (VET) system, fully compliant with relevant legislation and the VET Quality Framework. As part of our commitment to delivering quality education, Birrang charges fees for various services offered to students enrolled in our courses. These fees encompass expenses associated with course materials, administrative support, student services, as well as training and assessment services. We consistently review our fee structure to ensure affordability and strive to maintain competitive training costs.**



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## Are my fees protected in case I need a refund?

Yes - Birrang acknowledges that it has responsibility to protect the fees paid by students. To meet this need we accept payment of no more than \$1500 from each student prior to the commencement of the course. Subsequent payments to be paid will not exceed \$1500.

The subsequent payments are based on the cost of your training and assessment which is yet to be delivered. This is like the pay as you go system. If the cost of the course is less than \$1500 the full amount will be requested before the program commences.

## How do i get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.



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