



CANBERRA
BUSINESS & TECHNOLOGY COLLEGE

BSB30120

Certificate III in Business



Canberra, Australia



CANBERRA

BUSINESS & TECHNOLOGY COLLEGE

Qualification Code and Title

BSB30120 - Certificate III in Business

CRICOS Course Code: 105609E

Provider Details

The Canberra Training School Pty Ltd t/a Canberra Business & Technology College

RTO Code: 40882

CRICOS Provider Code: 03465J

Course Overview

This qualification reflects the role of individuals in a variety of Business Services job roles.

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.

Course Details:

<https://training.gov.au/Training/Details/BSB30120>

Entry Requirements

This course has the following entry requirements:
International students must:

- Be at least 18 years of age.
- Have an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) with 5.0 in each band
- Have completed a Year 12 or equivalent high school certificate

Candidates will also be required to complete a pre-enrolment Candidate Self-Assessment as part of the application and participate in a course entry interview to determine suitability for the course.

Course Duration

One (1) year full time

Total Duration: 52 Weeks (including holidays and breaks)

Contact (delivery) Weeks: 40 Weeks

This course will be delivered over a period of 52 weeks (including holidays). Classes will be scheduled for 40 weeks over 4 academic terms of 10 weeks each. There will be a 2-week break between the terms and a 6-week Christmas holiday end of the year.