CERTIFICATE III
IN BUSINESS (BSB30120)

AIS
INDONESIA

GTNT TRAINING

NATIONALLY RECOGNISED TRAINING

RTO code : 0381

QUALIFICATION DESCRIPTION

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.

HOW WILL YOU LEARN?

This course is offered as an online distance education delivery with practical face-to-screen and on-line support. The training uses an on-line training platform, which provides the student with all necessary reference materials, formative assessments and summative assessments. Apart from the theory assessment, practical assessments are required to be completed for each unit and can be done at site location or in an office-based training environment. Students are offered a variety of support including online and face-to-screen assistance.

Training is done through the following methods:

- Online training platforms which incorporates all the required reference material, Formative Assessments, Summative Assessments, and records of unit observations. Platforms are accessible through all electronic devices that have internet and browser access.
- Marking can take up to 14 days to be completed. If a re-submission is required the requested information is to be provided within 7 days.
- Students will be provided with a training plan to assist in tracking their progress. The start and end dates in the training plan are to be used as a guide only.

Support is provided through:

- Face to screen / Microsoft Teams appointments with the Business Trainer at student's request.
- Phone / text messages / emails to trainer.
- Pre-submission review of unit work.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. We will work with students to identify any relevant existing skills and knowledge they may have to determine their eligibility for recognition for any components of the qualification which may save time and avoid unnecessary duplication of training.

LOCATIONS OF DELIVERY

The online delivery will be completed within your nominated classroom or simulated workplace.

ELIGIBILITY / ENTRY REQUIREMENTS

There are no formal entry requirments for this qualification. The RTO will conduct an LLN test.

COSTS

Total course fee including administration and government tax is **IDR 38,000,000**

ASSESSMENT

Assessment strategies for each unit will consist of written questions as well as video recordings of students completing practical assessment tasks.

COURSE OUTLINE

This qualification consists of 13 units of competency and is detailed in the Course Outline. There are 6 core units and 7 elective units making up the total of 13 units.

Unit Code	Unit Name	Unit Type
BSBWHS311	Assist with maintaining workplace safety	Core
BSBTWK301	Use inclusive work practices	Core
BSBXCM301	Engage in workplace communication	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBWRT311	Write simple documents	Elective
BSBCMM211	Apply communication skills	Elective
BSBPEF301	Organise personal work priorities	Elective
BSBTEC201	Use business software applications	Elective
BSBOPS304	Deliver and monitor a service to customers	Elective
BSBTEC202	Use digital technologies to communicate in a work environment	Elective
BSBWHS332X	Apply infection prevention and control procedures to own work activities	Elective

CAREER PATHWAYS

Possible job titles relevant to this qualification can be found in the industry sectors of Business Services including:

- Office Administrator
- Receptionist and Office Assistant
- Administration Officer
- Data Entry Operator
- Clerical Officer

GENERAL INFORMATION

GTNT Group Complaints and Appeals policy

GTNT Training Student Handbook

UNIQUE STUDENT IDENTIFIER

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier or USI. This includes students completing an apprenticeship, skill set, and certificate of diploma course. A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

It is free and easy for your to create your own USI online at www.usi.gov.au. Your GTNT Customer Service office can also provide further information and assistance. For assistance please call their admin desk link +614 2660 3503 / +612 8872 8903.

GTNT WILL PROVIDE THE FOLLOWING

Access to our online learning platform Coassemble including learning materials and assessment tasks and Trainer support as needed.

STUDENT TO PROVIDE THE FOLLOWING

Workplace simulation suitable to undertake the qualification.

Laptop with compatible Microsoft products and Wi-Fi connectivity.

FOR FURTHER INFORMATION AND ENROLMENT

Email: bali@ais-indonesia.com, or visit our website www.ais-indonesia.com

NATIONALLY RECOGNISED TRAINING

GTNT TRAINING IS A RECOGNISED TRAINING ORGANISATION THAT ISSUES NATIONALLY RECOGNISED QUALIFICATIONS AND STATEMENTS OF ATTAINMENT.
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