



NATIONALLY RECOGNISED  
TRAINING

## Traineeship Course Guide

# **BSB30120** Certificate III in Business



**Acacia Education & Training**

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*No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.*

*Gain the skills, knowledge and practical experience you need to start a career in a range of industries or retrain for the career you have always wanted with a traineeship from Acacia Group Pty Ltd.*

## About traineeships

An Australian Traineeship provides a nationally recognised qualification and on-the-job experience. It combines time at work with training and can be completed on a full-time or part-time basis, depending on your employment. Australian Traineeships are available to anyone of working age regardless of their level of education. You can be a school-leaver, re-entering the workforce or an adult worker simply wishing to change careers.

### Who needs to be involved?

- Australian Apprenticeship Support Network (AASN)
- Registered Training Organisation (RTO)
- Employer
- Trainee

## Understanding the traineeship process with Acacia

1. Once the employer and trainee sign a 'training contract', and it is approved by AASN and the State/Territory Training Authority, they will then contact a selected RTO, such as Acacia Group, to organise the off-site training.
2. Acacia will accept the training plan proposal if suitable, based on trainer availability and location of training/workplace.
3. The trainee will be enrolled and a detailed training plan is established which sets out the delivery and commencement of training, as well as relevant learning modules required for training competency.
4. Ongoing trainer support consists of regular virtual contacts as required and/or negotiated and regular face-to-face visits at the workplace as agreed upon with the employer.
5. The trainee completes their training, where the employer, as well as the RTO approve that the training program requirements have been met, and the trainee has acceptable competency.
6. On successful completion of the training program the trainee will be awarded with an AQF Certificate and/or transcript of units completed.

### It is the requirement of the employer to:

- Provide work and on-the-job-training that is consistent with formal training
- Provide appropriately qualified/experienced and accessible supervision for the trainee
- Provide the trainee with time away from routine work duties, with pay, for the purpose of undertaking formal training/learning/assessment activities
- Allow trainee access to appropriate equipment/workplace documents or information for the purpose of completing any required assessments
- Allow the RTO access to the workplace and trainee for practical assessments and face-to-face contact regarding the overall training
- Assist the RTO with ensuring the trainee is staying on track with the training plan and units of competency.

*Get the skills, knowledge and practical experience you need to start a career in a range of industries with a BSB30120 Certificate III in Business Traineeship from Acacia Group Pty Ltd.*

## Course overview

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgment and may provide technical advice and support to a team.

This course is for people who want to start or build a career in office administration. It will help learners develop the knowledge and skills to effectively operate in a variety of business settings, providing a pathway to all careers related to the clerical-administrative sector.

The qualification provides a pathway to work in a diverse range of administrative settings including Human Resource Management, Accommodation, Warehousing and Storage and Community Services.

Our industry professionals will cover topics such as:

- General administration
- Workplace effectiveness
- Office computer applications
- Customer service

Individuals with this qualification are able to perform such roles as,

- Producing a range of business documents using computer based software
- Effective communication within the workplace
- Effective communication with customers via phone and email
- Organising and maintaining personal daily tasks

This course will take learners from beginner to professional Business Administrator in twelve (12) to twenty four (24) months, dependant on agreed Training Plan Proposal.

## Completion of the course

To achieve this qualification, trainees must successfully complete the required units of competency, as outlined on [page 5](#) of this brochure. Trainees must be able to attend all workplace visits with the trainer and workplace supervisor on the assigned dates in order to successfully complete the course. Under certain circumstances, arrangements can be made to accommodate trainees where they are unable to attend on the assigned dates.

Trainees who successfully complete all requirements of **BSB30120 Certificate III in Business and the Traineeship Program** will be issued with an **AQF certificate III qualification** that can be used to gain work in a number of industry roles including: Administration Officer, Receptionist, Data Entry Operator or Junior Personal Assistant.

Trainees who successfully complete one or more units, will be issued with a Statement of Attainment for these unit(s).

## Course duration

The duration for the course is in twelve (12) to twenty four (24) months, depending on the qualification and Training Plan Proposal set out with AASN and employer.

## Potential career opportunities

Career opportunities within the Business sector include, but are not limited to the following:

- Administrative Assistant
- Receptionist
- Junior Personal Assistant
- Logistics Clerk
- Office Administrator
- Data Entry Clerk
- Human Resources Clerk
- Accounts Officer
- Payroll Officer
- Secretary

## Course delivery

This course can be delivered via correspondence or online theory assessments and on-the-job training. All delivery modes provide the trainees with support through their studies by a team of experienced trainers and assessors, who are on hand to answer any questions you have and provide feedback on your progress.

**Theory:** Trainees will be required to complete the theory assessments in their own time as well as being allocated time during work hours based on employer agreement. Trainees will also receive regular contact with the assigned trainer to assist them with their studies.

**Online:** Trainees may choose to do their theory based assessments via our student online learning platform [Acacia eCloud®](#).

**Correspondence:** Trainees may choose to receive their assessments as paper-based workbooks or fillable pdfs.

**Practicals:** For practical based training, the assigned trainer will meet with the trainee on regular face-to-face visits at the workplace as arranged with the employer. The employer will provide work and on-the-job training that is consistent with the formal training. Some assessments require workplace observations where your workplace supervisor is able to observe you and complete third party reports.

## Assessment overview

- **Assessment:** The methods in which trainees are assessed may include theory based assessments, case studies, projects, observations and work place observations.
- This qualification is competency based. Successful trainees will receive a qualification which shows their level of achievement for each unit as Competent, unless Credit Transfer is granted for any units, in which case that will be indicated instead.
- Every assessment must be successfully completed to demonstrate competency in each unit.
- If you do not successfully complete an assessment, you will be given the opportunity to re-attempt the assessment tasks.

## On-the-job training

Practical training is the part of the course where trainees learn and are assessed in a place of work related to the course.

**Support:** Throughout the term of the traineeship the trainee will get practical, hands-on experience under the guide of their workplace supervisor who can mentor the trainee during work hours. Throughout the term of the traineeship the trainer will also visit the trainee in the workplace and observe and assess them performing their daily tasks.

**Benefits:** By undertaking on-the-job training the trainee has the opportunity to put the knowledge learned within the theory component of the course into practice. The trainee will develop practical, on-the-job skills and could make contacts that help the trainee retain their employment once they graduate. On-the-job training is often the most rewarding part of the trainee's course. Working face-to-face with clients and colleagues in the chosen field make a huge difference to career confidence.

## Requirements

Acacia is committed to providing an inclusive learning environment. Principles of access and equity for all trainees are applied in all programs.

**Education:** There are no formal entry requirements for this qualification.

**Minimum age:** Applicants will need to be at least 15 years old. If under 18 years of age the enrolment form will need to be signed by a parent or guardian. (For Smart and Skilled funding trainees must no longer be enrolled in school, see Smart and Skilled eligibility criteria on [page 6](#) of this brochure for more information). Individual workplaces may have their own minimum age requirements.

**English:** This course involves reading and undertaking a range of written assessments, as well as engaging in trainer and workplace discussions. Furthermore, the delivery mode relies on the extensive use of written communication.

**Language, Literacy and Numeracy:** All applicants will be required to undertake a Language, Literacy and Numeracy assessment prior to entry into the course. The purpose of this assessment is to determine whether you may require additional support in order to complete the course successfully. This way, we can tell you prior to enrolment if we are able to provide the level of support you require or if you might need to seek support from external agencies. **Applicants will be given 45 minutes in which to complete the written parts of the assessment.**

**Pre-Training Review:** Applicants will be required to complete a Pre-Training Review. Questions may be asked regarding previous qualifications, previous experience and preferred learning methods. This also provides the trainee with the opportunity to ask any questions they may have regarding the course.

## Materials and equipment

Where the trainee is completing the training via correspondence or E-learning, access to a computer with internet and Microsoft Office (or equivalent) and a printer will be required. All other necessary training and assessment materials will be provided.

Trainees will require basic computing skills in order to complete the training.



## Units of Competency

To gain a full qualification in BSB30120 Certificate III in Business, you will need to complete a total of thirteen (13) units; six (6) core units and seven (7) elective units. These units will be selected in consultation with the employer and will be relevant to the job role.

UNIT CODE	UNIT NAME
<b>Core Units</b>	<b>All core units must be selected</b>
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
<b>Elective Units</b>	<b>(7 units – Min 2 from Group A, 1 from Group B, 4 from Group A-G, or up to 3 from another Cert II, III or IV qual)</b>
<b>Group A - Technology</b>	<b>At least two (2) units must be selected from Group A</b>
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBWRT311	Write simple documents
<b>Group B - Business Competence</b>	<b>At least one (1) unit must be selected from Group B</b>
BSBPEF301	Organise personal work priorities
<b>Group D - Customer Engagement and Client Management</b>	<b>If all four (4) units are selected from Group D, you will be awarded the Customer Engagement Specialisation</b>
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
SIRXPDK001	Advise on products and services
SIRXCEG002	Assist with customer difficulties
SIRXMKT001	Support marketing and promotional activities
<b>Group E - Business Administration</b>	<b>If all four (4) units are selected from Group E, you will be awarded the Business Administration Specialisation</b>
BSBOPS303	Organise schedules
BSBOPS301	Maintain business resources
BSBINS202	Handle receipt and dispatch of information
BSBPUR301	Purchase goods and services

Units of Competency continued overleaf...

## Units of Competency continued

Elective Units	(7 units – Min 2 from Group A, 1 from Group B, 4 from Group A-G, or up to 3 from another Cert II, III or IV qual)
Group F - Medical Administration	<u>These units are not available in all areas depending on trainer availability. Please consult with an Acacia representative before selecting these units.</u>
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
<b>Please speak to an Acacia representative if you wish to have any additional units not listed here delivered in your training package.</b>	



## Fees

Traineeship qualifications on the NSW Skills List are subsidised when delivered by an approved Smart and Skilled provider\*, and are fully subsidised for eligible trainees under the **fee free traineeship initiative**.

*\*Acacia is an approved Smart and Skilled provider.*

Fee free traineeships are available to NSW trainees whose training:

- is funded under the NSW Government's Smart and Skilled Program
- commenced on or after 1 January 2020.

Individuals are eligible to commence a maximum of three fee free traineeships under this initiative.

The NSW Department of Education will pay the student fee on behalf of trainees who fit the eligibility requirements. For more information on the NSW Government's fee free traineeship initiative please follow the link: <https://vet.nsw.gov.au/choosing-vet/fee-free-traineeships>

### Basic Eligibility - Smart and Skilled

To be eligible to receive subsidised training through Smart and Skilled, applicants must be:

- 15 years old or over and no longer at school,
- living or working in NSW,
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen.

Aboriginal and Torres Strait Islanders who are eligible, are exempt from fees for any Smart and Skilled course.

For further information on eligibility for fee concession or exemption go to [www.smartandskilled.nsw.gov.au/are-you-eligible](http://www.smartandskilled.nsw.gov.au/are-you-eligible), click on the "Check your eligibility" button and follow the prompts.

Eligibility for a government subsidised fee, and for concessions, exemptions and scholarships, are all calculated and confirmed during the enrolment process. For more information on the Smart and Skilled fee administration policy please follow the link below:

[https://www.training.nsw.gov.au/forms\\_documents/smartandskilled/contract/2021\\_22/fee\\_administration\\_policy\\_21\\_22.pdf](https://www.training.nsw.gov.au/forms_documents/smartandskilled/contract/2021_22/fee_administration_policy_21_22.pdf)

## USI (Unique Student Identifier)

All trainees studying nationally recognised qualifications are required to register for a USI before enrolment with a registered training organisation anywhere in Australia. It is free and easy to create one online at <https://www.usi.gov.au>. Feel free to contact Acacia Group for any help with this process.

## Student support

### Academic support

Trainees have access to trainer support throughout the duration of their course. Our experienced trainers are available to answer any questions trainees may have regarding the learning materials and assessments. The appointed trainer can be contacted via email, Skype/Zoom or phone, the trainee will be provided with these contact details on course commencement.

### Administrative support

The administrative team is available during business hours (9am - 5pm) Mondays to Fridays and can assist trainees with all administrative enquiries or issues, including enrolment, change of contact details, online learning and certification. The administrative team can be contacted via email or phone. Please see contact details further below.

## Plagiarism

It is essential that the work trainees are assessed on is their own. Penalties will be imposed for trainees found cheating or plagiarising in an assessment. It must be clearly acknowledged if quoting or using other people's work.

## Contact

Acacia is committed to ensuring all applicants clearly understand the details and outcomes of the course they are enrolling in. Please feel free to contact our Administrative Support Team on:

P: 02 4751 2300

E: [info@acaciaeducation.edu.au](mailto:info@acaciaeducation.edu.au)

W: [www.acaciaeducation.edu.au](http://www.acaciaeducation.edu.au)

Business days: Monday to Friday

Business hours: 9:00am to 5:00pm