



# Wesley Vocational Institute (WVI)

RTO Code 90091

## BSB30120 - Certificate III in Business

### Course details

<b>Course Start:</b>	2025 (Based on numbers)	<b>Work experience:</b>	Minimum 40+ hours
<b>Course Duration:</b>	10 months	<b>Trainer/Assessor:</b>	Kellie Donnelly
<b>Location:</b>	Grafton/Coffs Harbour	<b>Delivery:</b>	In person, 1 day a week

### Course Overview

This qualification equips individuals with essential skills for entry-level roles across a range of industries. Develop the ability to perform key business tasks, provide efficient administrative support, and use technology effectively.

### What you need to succeed

- A personal laptop & reliable internet access.
- Ability to attend in person training 1 day a week.
- Ability to engage in 40+ hours work placement.

### Summary of Units

Core Units	Elective Units
BSBCRT311 Apply critical thinking skills in a team environment	BSBTEC301 - Design and produce business documents
BSBPEF201 Support personal wellbeing in the workplace	BSBTEC202 - Use digital technologies to communicate in a work environment
BSBSUS211 Participate in sustainable work practices	BSBST301 - Contribute to continuous improvement
BSBTWK301 Use inclusive work practices	BSBPEF201 - Support personal wellbeing in the workplace
BSBWHS311 Assist with maintaining workplace safety	BSBINS309 – Maintain business records
	BSBTEC303 – Create electronic presentations
	BSBXTW301 – Work in a team

\*\*Elective units of competency are subject to change dependant on industry need.

### Register your interest

- Email [training@wesleymission.org.au](mailto:training@wesleymission.org.au) to request the enrolment pack
- Complete the EOI form via this link [WVI Expression of Interest Form](#) (or scan the QR code)

