Certificate III in Business

BSB30120 - TOMAREE

- Nationally Recognised Training
- This training is subsidised by the NSW Government
- VET Student Loans available

Course description:

This highly regarded qualification teaches you valuable skills for exciting work as a administration assistant, receptionist or customer service representative. This highly regarded and varied qualification is a great starting point to launch your business services journey.

This course also provides:

Learning Resources: All teaching resources and workbooks are provided along with Learner Support and much more.

Course outcomes include:

Gain practical experience and develop specialist skills that give you an advantage in the job market.

- Exposure to real-world workplace documents, systems, policies and procedures
- Confidence using workplace software and technology like Microsoft Teams and Microsoft Office Suite
- Workplace communication techniques like active listening and questioning
- Strong pathways to continue your studies and enhance your career opportunities

How to get involved:
Contact us at: maitlandmgtacc@tafensw.edu.au

Location
TAFENSW Tomaree CLC
Salamander Bay

Duration
Full-time – 1 semester

Study type
Full-time Day – 3 days a week
Monday, Tuesday, Thursday
9:00am - 3:00pm

Start date
Full-time - 2 February 2026

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Units

BSBTEC302	Design and produce spreadsheets
BSBTEC301	Design and produce business documents
BSBTEC303	Create electronic presentations
BSBPEF201	Support personal wellbeing in the workplace
BSBXCM301	Engage in workplace communications
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF301	Organise personal work priorities
BSBTWK301	Use inclusive work practices
BSBOPS304	Deliver and Monitor a Service to Customers
SIRXMKT001	Support marketing and promotional activities
BSBSUS211	Participate in sustainable work practices
BSBOPS303	Organise schedules
BSBWHS311	Assist with maintaining workplace safety

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