immersive QUALIFICATIONS

BSB30120 CERTIFICATE III IN BUSINESS

Give your employees a valuable skills boost with our unique and 'immersive' nationally recognised qualification.

WHO IS IT FOR?

This program is designed to help frontline employees build their business skills in a practical and engaging way.

Your employees will learn critical business fundamentals and be able to apply them in real time, lifting your organisation's productivity and effectiveness.

Our course can assist with employee attraction, retention, and is a great addition to any career development pathway to demonstrate your commitment to employee development.

Upon completion, participants may choose to progress with credits available towards: a Certificate IV in a functional area such as Marketing, HR, Finance or general Business; or a Leadership and Management qualification.

HOW IT'S DELIVERED

Delivered face-to-face, virtual or a blend over 10 months, the participants come together as a group for 12 sessions of 3-4 hours each. Between sessions participants apply the skills in their workplace.

Assessments are practical and completed scheduled into workshop sessions. Participants will receive 1:1 support and coaching where required and where assessments are not 100% satisfactory on first attempt.

WHAT THIS PROGRAM COVERS

Working in a Team

- Team Communication
- Inclusivity
- Wellbeing

Protecting Customer Information

- Cybersecurity
- Data skills

Solving Business Problems

- Problem Solving
- Sustainability
- Business Risk
- Safety

> **"I highly recommend Opportune to any organisation. They are an incredible team full of knowledge, expertise & wisdom. From strategic planning to facilitating learning & everything in between, they are a welcoming team, always happy to support getting the desired outcome."**
>
> TRAINING DELIVERY LEAD AT TSA

OPPORTUNE
PROFESSIONAL DEVELOPMENT

MANAGEMENT SUPPORT

Our course is designed for minimal involvement and support by Learning & Development and Supervisors/ Managers.

Supervisors and Managers will be kept up-to-date with participant progress via feedback and monthly reporting.

"Being able to actively participate at every turn made me feel more engaged".

- TEAM MEMBER & STUDENT

"I felt very included... Each person got to contribute in the class".

- TEAM MEMBER & STUDENT

"Engagement is really, really good.

It's fun to see my team excited about doing their Cert III".

- SUPERVISOR

NATIONALLY RECOGNISED UNITS OF COMPETENCY

CORE

1. BSBXCM301 Engage in workplace communication
2. BSBTWK301 Use inclusive work practices
3. BSBPEF201 Support personal wellbeing in the workplace
4. BSBCRT311 Apply critical thinking skills in a team environment
5. BSBSUS211 Participate in sustainable work practices
6. BSBWHS311 Assist with maintaining workplace safety

ELECTIVE

7. BSBXCS302 Identify and report online security threats
8. BSBXCS303 Securely manage personally identifiable information and workplace information
9. BSBXCS304 Apply cyber hygiene best practices
10. BSBDAT201 Collect and record data
11. BSBOPS306 Record stakeholder interactions
12. BSBINS307 Retrieve information from records
13. BSBOPS302 Identify business risk

Call 1300 721 121 or email to book a meeting with one of our dedicated Account Managers

OPPORTUNE
PROFESSIONAL DEVELOPMENT

www.opportune.com.au

1300 721 121 | info@opportune.com.au | RTO ID: 60072 | Version: R2 - 04 07 2024

Opportune is a Registered Training Organisation. We are registered with ASQA to deliver nationally recognised certificates and diplomas . Since 2004 our team has issued over 15,000 qualifications to individuals in project management, business, leadership, retail and hospitality throughout Australia.

Units of Competency

BSB30120 CERTIFICATE III IN BUSINESS

BSBXCM301 **Engage in workplace communication**	This subject covers the skills and knowledge for communicating effectively in the workplace, including written, oral and nonverbal communication skills.
BSBTWK301 **Use inclusive work practices**	This subject covers the skills and knowledge for recognising and interacting productively with diverse groups of individuals in the workplace, to create a more cohesive workplace.
BSBPEF201 **Support personal wellbeing in the workplace**	This subject covers the skills and knowledge to advocate for and feel empowered about personal wellbeing in the workplace, and involves developing and applying basic knowledge of positive and negative factors that can influence wellbeing.
BSBCRT311 **Apply critical thinking skills in a team environment**	This subject covers the skills and knowledge required to apply critical thinking skills, which are essential for generating effective solutions to workplace problems in team environments.
BSBSUS211 **Participate in sustainable work practices**	This subject covers the skills and knowledge needed to measure, support and find opportunities to improve the sustainability of work practices.
BSBWHS311 **Assist with maintaining workplace safety**	This subject covers the skills and knowledge needed to assist with implementing and monitoring an organisation's work health and safety (WHS) policies, procedures and programs as part of a small work team.
BSBXCS302 **Identify and report online security threats**	This subject covers the skills and knowledge for identifying and reporting online security threats to limit the potential impacts of cyber security breaches in the workplace.
BSBXCS303 **Securely manage personally identifiable information and workplace information**	This subject covers the skills and knowledge required to securely manage personally identifiable information (PII) and workplace information.
BSBXCS304 **Apply cyber hygiene best practices**	This subject covers the skills and knowledge required to identify and use organisational cyber hygiene best practices to ensure that users of computers and other devices maintain system health and online security.
BSBDAT201 **Collect and record data**	This subject covers the skills and knowledge for effectively collecting and recording data in accordance with organisational policies and procedures.
BSBOPS306 **Record stakeholder interactions**	This subject covers the skills and knowledge required to create a useful record of information in a customer management system (CMS) gathered from a stakeholder interaction as a result of an engagement activity, to nurture stakeholder relationships.
BSBINS307 **Retrieve information from records**	This subject covers the skills and knowledge required to receive a request and to effectively deliver the records, or information about the records, to support organisational effectiveness.
BSBOPS302 **Identify business risk**	This subject covers the skills and knowledge required to identify risks to business operations, and involves identifying business risks, as well as supporting managers and supervisors to reduce risks.