

School Delivered
VET courses



Business Services

This course provides you with the essential knowledge and skills you need to build your career in business.

Is this course right for me?

Business Services 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.

Where can this course take me?

The job roles that relate to this qualification may include:

- office administration assistant
- personal assistant
- executive assistant

This course can lead to further study, such as:

- BSB40120 Certificate IV in Business
- BSB50120 Diploma of Business
- BSB60120 Advanced Diploma of Business

Related subjects

- Legal Studies
- Business Studies
- Information and Digital Technology

Credential Available	Full certificate
Course code/name	BSB30120 Certificate III in Business
ATAR eligible	Yes
Mandatory placement hours	70 hours
SBAT available	Yes
Specialisation required for full qualification	No



For more information contact your VET Coordinator / Careers Adviser, or visit our Internet site: www.education.nsw.gov.au/school-delivered-vet