

# Skills for the Changing World of Work

BSB30120 Certificate III in Business | Wyong Location

## Overview

### Do you need skills for the changing world of work?

*Research has proven that our jobs and workplaces are, and will continue to transform and evolve, so how can you ensure that you are competitive for skills of the future?*

**You need a set of transferrable skills.**

People can no longer rely on technical skills 'they need a set of transferrable skills' (Foundation for Young Australians 2017).

ET Australia's training program 'Skills for the Changing World of Work' will provide you with;

- transferrable skills (also known as employability skills) requested by employers and
- a BSB30120 Certificate III in Business upon successful training program completion.

The **top ten employability skills** or transferrable skills employers want are listed below (in order of employers emphasizing these in internet job postings for the last four years\*):

- Communication skills
- Organisational skills
- Writing
- Planning
- Detail orientation
- Teamwork / collaboration
- Problem solving
- Time management
- Research
- Computer / digital skills



\* Source: White, I 2018, Internet job postings: employability skills - infographic, NCVET, Adelaide

**Contact ET Australia Training College today to enquire about this course**

**Phone:** (02) 4323 1233 **Email:** [training@etaustralia.com](mailto:training@etaustralia.com) **Website:** [www.etaustralia.com](http://www.etaustralia.com)

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RTO ID 90084

All of the above will be covered in ET Australia’s Skills for the Changing World of Work training program. Many of these skills can’t be learnt, practiced or applied via online learning which is where the classroom provides the ideal environment for you to develop and gain the skills employers are looking for.

Not only will you develop employability skills highly valued by employers, but you will leave the program with;

- A personalised and professional resume
- Interview skills that will be gained via mock interviews
- A portfolio of work that you can showcase to an employer
- An idea of the career direction you want to follow, and
- An accredited nationally recognised qualification (upon successful completion)

Our past students were asked to identify the ‘Two most important things learned during training’ and below are some of the responses;

- *Planning and organising (Renaë)*
- *Email writing, eye for detail (Brooke)*
- *Time management skills, how to handle interviews (Oren)*
- *How to use a computer in many ways (I barely knew how to), how to deal well with customers and co-workers (Patricia)*
- *How to use programs effectively and working efficiently with different tasks (John)*
- *Communication skills, confidence (Amelia)*
- *How to write a good cover letter and resume, computer skills (Jazmin)*
- *More confidence in myself, how to add more skills to my resume (Robyne)*
- *Microsoft programs, organisational skills (Samantha)*

You can see how the above aligns to the top ten employability skills employers are looking for.



It doesn't matter what career path you are looking to go down, the transferrable skills you will learn during the program will be valued by all employers, technical skills are something that can be learnt on the job.

The training is delivered in a simulated work environment to prepare you to apply your skills in a real work environment.

The structure of this program provides all students with a supportive learning environment and is ideal for anyone who likes a more personalised approach to training. With classroom based training, students have their classmates, the Trainer and Training Officer to support and help them with their various learning needs. The location for the training in the Young Parents' Hub provides additional wrap around services that are available to all students.

## Entry Requirements

There are no formal entry requirements however preferred pathways into the qualification include;

- BSB20120 Certificate II in Workplace Skills or other relevant qualification or vocational experience assisting in a range of support roles without a formal business qualification

Applicants considering this qualification require basic computer skills and sound literacy, language and numeracy skills.

Applicants must be prepared to dedicate time outside of the classroom sessions to complete learning and assessment activities. As a guide, students should allow anywhere between 5-10 hours per week to complete required out of class activities. The amount of time required will vary from person to person and will also be dependent upon the unit of study as some units are more comprehensive than others.

Students undertaking the program will need access to a computer or digital device with an internet connection to complete at home learning and assessment activities. Should access not be available, there is the option to access the computers at the Young Parents' Hub or ET Australia Training College Gosford outside of classroom training days.

## Employment Opportunities

The skills learnt in this program will transfer into many entry level job roles.

## Further Study

All students who undertake this qualification are provided with advice on employment and training options.

Students may wish to further their studies at a higher level in qualifications from the Business package at Certificate IV level, for example;

- BSB40120 Certificate IV in Business
- BSB40220 Certificate IV in Aboriginal and Torres Strait Islander Governance
- BSB40420 Certificate IV in Human Resource Management
- BSB40520 Certificate IV in Leadership and Management
- BSB40820 Certificate IV in Marketing and Communication
- BSB40920 Certificate IV in Project Management Practice

## Structure

Students are required to participate in all scheduled classes unless arranged otherwise with an ET Australia Representative.

**Training Days:** 2 days per week – Mondays, Wednesdays

**Dates:** 28 June 2021 – 15 December 2021 (there will be **no training** 5 and 7 July, 27 and 29 September)

**Venue:** Young Parents' Hub, 2A Amy Close, Wyong

**Times:** 9.00am to 3.00pm

## Benefits

- Linkages to local employment opportunities
- Option to undertake work placement
- Training is delivered in a simulated business environment
- The 13 units have been selected to provide a broad range of career pathways
- Upon successful completion students will be issued with a nationally recognised qualification BSB30120 Certificate III in Business
- Supportive learning environment
- Linkages with youth and community support services

## Units of Study

| Code      | Title   | Core Unit | Elective Unit |
|-----------|---|-----------|---------------|
| 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                             | ✓         |               |
| BSBTEC202 | Use digital technologies to communicate in a work environment |           | ✓             |
| BSBTEC301 | Design and produce business documents                         |           | ✓             |
| BSBTEC302 | Design and produce spreadsheets                               |           | ✓             |
| BSBWRT311 | Write simple documents  |           | ✓             |
| BSBPEF301 | Organise personal work priorities                             |           | ✓             |
| BSBOPS304 | Deliver and monitor a service to customers                    |           | ✓             |
| BSBOPS303 | Organise schedules  |           | ✓             |

## How will I be assessed?

A variety of assessment techniques will be used including but not limited to question and answer activities, case studies, simulations, role plays and projects.

## Student Fees (Subsidised Training Place)

This training is subsidised by the NSW Government under the Smart & Skilled initiative.

To be eligible for a subsidised training place, at the time of enrolment an individual must:

- Be an Australian citizen, a permanent Australian resident, a humanitarian visa holder or a New Zealand citizen, and
- Be aged 15 years or older, and
- Live or work in New South Wales, and
- No longer be at school or equivalent

For further information relating to eligibility please visit the following web page  
<https://smartandskilled.nsw.gov.au/are-you-eligible>

## Eligibility for ‘Skilling for Recovery’ – Fee Free Training

Skilling for Recovery is a NSW Government initiative to deliver JobTrainer funding in NSW. It provides fee free training to eligible applicants. If you meet the Smart & Skilled Program eligibility above and one of the following you could complete this training fee free:

- Unemployed (with or without a benefit); or
- At risk of unemployment \*; or
- 16-24 years old (employed or not)
- In receipt of a Commonwealth Government benefit as specified in Attachment 1 (excluding dependents)

\* *Examples of people at risk of losing their job definition/categories:*

- Stood down / furloughed employee: Employee that has been stood down or employee who is at risk of becoming unemployed. Requires upskilling or reskilling for new role and employment elsewhere
- Person returning to work (employed for 6 months or less): employed on condition of receiving training to build capacity and capability for the job role. This would be within the first 6 months of employment
- Low skilled/unskilled employee: Existing employee, with or without relevant skills or previous qualification up to Certificate III, that requires training to upskill to secure ongoing employment or future employment
- Workers in declining industries: Workers at any company in an agreed declining industry (e.g. international travel industry) who require upskilling/reskilling for redeployment.

## Course Cost

If you meet the above eligibility criteria for the Smart & Skilled Training Program but you are not eligible for ‘Skilling for Recovery’, the course cost is as follows:

| Concession Fee | First Qualification | Second or Further Qualification |
|----------------|---------------------|---------------------------------|
| \$240          | \$1,320             | \$1,580                         |

Further information relating to the student fees can be found by visiting the following web page  
<https://smartandskilled.nsw.gov.au/for-students/how-much-will-your-course-cost>

Payment plans are available – speak to an ET Australia Representative to discuss your individual circumstances.

For further information about fee exemptions and eligible benefits that will allow a concession fee please refer to Attachment 1.

Limited **fee free scholarships** are available for eligible students who are 15-30 years of age and either a Commonwealth Welfare recipient or the dependant of a Commonwealth Welfare recipient.

For further information relating to Fee Free Scholarships please visit the following website

<https://smartandskilled.nsw.gov.au/for-students/scholarships/fee-free-scholarships>

Students with a disability or Aboriginal and Torres Strait Islander students are also eligible for a fee exemption. Evidence of eligibility for a fee exemption will be required.

## What support is on offer?

ET Australia has a dedicated Training Officer for each training program run. The Training Officer works closely with all students throughout the training period. In addition, students have the support of their Trainer/Assessor. ET Australia prides itself on providing a supportive learning environment for all students and if we can't provide the type of support required by a student, we will link them to appropriate external supports.

## Where can I obtain additional information?

Pre-enrolment information is available and will assist prospective students to make an informed choice prior to enrolling. The pre-enrolment information can be accessed via our website and should answer any additional questions a prospective student may have. To access this information click on the following link <https://etaustralia.com/smart-skilled/> and select 'Pre-enrolment Information'.

Alternatively please call our office on 4323 1233 or email [email@etaustralia.com](mailto:email@etaustralia.com) to get in contact with ET Australia's Product Specialist.

## How can I enrol?

Attendance is required at an interview for selection into the program.

**To register your interest please call ET Australia on 4323 1233 or email [email@etaustralia.com](mailto:email@etaustralia.com)**

If you are accepted into the program, you will need to obtain a Unique Student Identifier (USI) before you enrol. For more information visit <http://www.usi.gov.au/Pages/default.aspx> or speak with an ET Australia representative.

## Attachment 1 - Fee exemptions and concessions

Students who qualify for a **fee exemption** are:

- Australian Aboriginal or Torres Strait Islander people
- People with a disability (ie people who meet the disability fee exemption criteria, including the dependent child, spouse or partner of a recipient of a Disability Support Pension).
- Recipients of Fee-Free Scholarships

A student who receives a specified Commonwealth benefit or allowance is eligible for a **concession fee** for a qualification up to and including a Certificate IV. A student who is receiving an eligible benefit or allowance at the time of enrolment is eligible for a concession.

The concession fee is also available to a student who is a dependant of a person receiving a specific Commonwealth benefit or allowance. To be eligible for the concession the person who the student is a dependant of must be receiving the benefit or allowance at the time of enrolment.

The specified Commonwealth benefits and allowances for concession fees include:

- Age Pension
- Austudy
- Carer Payment (this category does not include the Carer Allowance or Carer Adjustment Payment)
- Disability Support Pension
- Family Tax Benefit Part A (maximum rate)
- JobSeeker Payment
- Farm Household Allowance
- Parenting Payment (Single)
- Special Benefit
- Veterans' Children Education Scheme
- Veterans' Affairs Pensions
- Widow Allowance
- Youth Allowance