BUSINESS STATION

TRAINING STATION
Part of the Business Station Network

QUALIFICATIONS & COURSE OUTLINES

Training Station Australia

Learn. Grow. Thrive.

At Training Station Australia, we believe that education is the gateway to confidence, opportunity, and a more empowered life. Whether you're just starting out or looking to grow your career, we offer flexible, nationally recognised training that aligns with real industry needs.

With fully online delivery and support teams based in Perth, our programs are designed to fit your lifestyle so you can study wherever you are, whenever it suits you. From business and HR to IT and entrepreneurship, we're here to help you take the next step with confidence.

Our Courses

We offer a range of qualifications across high-demand industries, designed to open doors to new job opportunities or advance your current career. Enquire to see if you're eligible for recognition of prior learning (RPL) towards your course completion!

Training Delivered on Behalf of
Business Station
RTO: 45731

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BUSINESS STATION

Australian Qualifications Framework

NATIONALLY RECOGNISED TRAINING

Table of Contents

Estimated Times for Completion

Qual	Cert Level	Title	Core Units	Electives	Self-paced online	Fast-paced (Guided) - Group of 6	Recognition of Prior Learning
BSB20120	2	Workplace Skills	5	5	Up to 12 months	10 weeks	6 weeks
BSB30120	3	Business	6	7	Up to 12 months	13 weeks	6 weeks
BSB30220	3	Entrepreneurship and New Business	4	6	Up to 12 months	10 weeks	6 weeks
BSB40520	4	Leadership and Management	5	7	12 to 18 months	12 weeks	6 weeks
ICT30120	3	Information Technology	6	6	Up to 12 months	12 weeks	6 weeks
ICT40120	4	Information Technology	7	13	12 to 18 months	20 weeks	6 weeks
BSB50320	5	Human Resource Management	7	5	12 to 24 months	12 weeks	6 weeks
BSB40420	4	Human Resources	6	6	12 to 18 months	12 weeks	6 weeks

Completion times are an estimated guideline only.
Actual completion times will vary.

BUSINESS PATHWAYS

Certificate II in Workplace Skills (BSB20120)

Get job-ready with essential business and office skills.

Qualification Description:

This qualification is ideal for those starting out in the workforce or looking to build essential business skills.

It's designed for individuals in entry-level roles or preparing for employment, helping them develop confidence with basic office, clerical, and administrative tasks. Learners will build foundational skills in communication, technology, and self-management, typically working under guidance as they grow their experience.

Career Outcomes:

Occupations relevant to this qualification in industry sectors such as Customer Service, Local Government Administration, Business Administration include:

- Office Assistant
- Administrative Assistant
- Office Worker
- Office Junior
- Receptionist
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk

Certificate II in Workplace Skills (BSB20120)

Training Station's Recommended Course Outline

Core Units (5):
- BSBCMM211 Apply Communication Skills
- BSBOPS201 Work Effectively in Business Environments
- BSBPEF202 Plan and Apply Time Management
- BSBSUS211 Participate in Sustainable Work Practices
- BSBWHS211 Contribute to the Health and safety of Self and Others

Elective Units (5):
- BSBCRT201 Develop and Apply Thinking and Problem-Solving Skills
- BSBTEC202 Use Digital Technologies to Communicate in a Work Environment
- BSBOPS202 Engage with Customers
- BSBPEF101 Plan and Prepare for Work Readiness
- BSBTWK201 Work Effectively with Others

Certificate III in Business (BSB30120)

Build administrative and organisational skills for the workplace.

Qualification Description:

This qualification is designed for learners beginning their career in business or looking to strengthen their foundational workplace skills. Learners build practical skills in communication, organisation, technology, and problem-solving as they carry out routine clerical, administrative, and operational tasks. With growing confidence, they begin to apply judgement, use relevant knowledge, and may support others within a team environment.

Career Outcomes:

This course can open the door to a range of entry-level roles in business and administration. Learners may pursue opportunities in customer service, clerical support, or office operations, including:

- Customer service advisor
- Data entry operator
- Information desk clerk
- Administrative assistant
- Office administrator
- Personal assistant
- Payroll officer
- Receptionist
- Accounts Clerk

Certificate III in Business (BSB30120)

Training Station's Recommended Course Outline

Core Units (6):
- 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

Elective Units (7):
- BSBTEC202 Use Digital Technologies to Communicate in a Work Environment
- BSBWRT311 Write Simple Documents
- BSBPEF301 Organise Personal Work Priorities
- BSBFIN301 Process Financial Transactions
- BSBFIN302 Maintain Financial Records
- BSBOPS301 Maintain Business Resources
- BSBOPS303 Organise Schedules

Certificate III in Entrepreneurship and New Business (BSB30220)

Learn to start, manage and grow your own business.

Qualification Description:

This qualification is designed for individuals starting or running their own business as a sole trader or contractor, as well as those helping to launch new ventures within a larger organisation.

Learners develop a broad range of practical skills and business knowledge, using initiative, problem-solving, and sound judgment across varied situations. They may also offer support and guidance to a small team as their confidence and capability grow.

Career Outcomes:

Learners who complete this qualification may pursue a range of self-employment or entrepreneurial pathways, including roles such as:

- Freelancer
- Sole Trader
- Business Owner
- Start-up Founder

Certificate III in Entrepreneurship and New Business (BSB30220)

Training Station's Recommended Course Outline

Core Units (4):
- BSBESB301 Investigate Business Opportunities
- BSBESB302 Develop and Present Business Proposals
- BSBESB303 Organise Finances for New Business Ventures
- BSBESB305 Address Compliance Requirements for New Business Ventures

Elective Units (6):
- BSBESB304 Determine Resource Requirements for New Business Ventures
- BSBINS309 Maintain Business Records
- BSBOPS304 Deliver and Monitor a Service to Customers
- BSBESB404 Market New Business Ventures
- BSBPEF301 Organise Personal Work Priorities
- BSBCMM411 Make Presentations

Certificate IV in Leadership and Management (BSB40520)

Develop practical skills to lead, manage and motivate teams.

Qualification Description:

The Certificate IV in Leadership and Management is designed for emerging leaders ready to step up and make an impact.
Learners develop the confidence and skills to guide teams, delegate effectively, and contribute to operational planning and workplace performance. This course supports those taking on greater responsibility—whether leading others, managing daily operations, or helping teams achieve their goals.

Career Outcomes:

Graduates may take on positions that involve guiding teams, overseeing daily operations, and supporting organisational goals, such as:

- Team Leader
- Supervisor
- Operations Coordinator
- Office Manager
- Line Manager

Certificate IV in Leadership and Management (BSB40520)

Training Station's Recommended Course Outline

Core Units (5):

- BSBLDR411 Demonstrate Leadership in the Workplace
- BSBLDR413 Lead Effective Workplace Relationships
- BSBOPS402 Coordinate Business Operational Plans
- BSBXCM401 Apply Communication Strategies in the Workplace
- BSBXTW401 Lead and Facilitate a Team

Elective Units (7):

- BSBSTR502 Facilitate continuous improvement - A
- BSBLDR521 Lead the development of diverse workforces – A
- BSBPEF502 Develop and use emotional intelligence - A
- BSBLDR412 Communicate effectively as a workplace leader - A
- BSBLDR522 Manage people performance - IMP
- BSBLDR523 Lead and manage effective workplace relationships – IMP
- BSBLDR414 Lead team effectiveness - A

LEADERSHIP
&
PEOPLE SKILLS

Certificate IV in Human Resource Management (BSB40420)

Gain foundational HR skills & knowledge for workforce support roles.

Qualification Description:

The Certificate IV in Human Resource Management provides a strong foundation for those looking to build a career in HR. Learners will gain practical knowledge of key HR functions, including recruitment, onboarding, performance development, and employee support. This qualification is suited to individuals working across a range of HR roles, whether in smaller organisations—where responsibilities may span multiple areas— or in larger teams focusing on specific functions.

By the end of this nationally recognised course, learners will have the confidence and skills to contribute to HR operations and support positive workplace outcomes.

Career Outcomes:

This course prepares learners for a variety of roles within the human resources field, offering pathways into both generalist and more focused HR positions, such as:

- Recruitment Assistant
- Human Resources Officer
- Human Resources Coordinator
- Payroll Administrator

Certificate IV in Human Resource Management (BSB40420)

Training Station's Recommended Course Outline

Core Units (6):

- BSBHRM411 Administer Performance Development Processes
- BSBHRM412 Support Employee and Industrial Relations
- BSBHRM413 Support the Learning and Development of Teams and Individuals
- BSBHRM415 Coordinate Recruitment and Onboarding
- BSBHRM417 Support Human Resource Functions and Processes
- BSBWHS411 Implement and Monitor WHS Policies, Procedures, and Programs

Elective Units (6):

- BSBCMM412 Lead Difficult Conversations
- BSBHRM416 Process Payroll
- BSBTWK401 Build and Maintain Business Relationships
- BSBPEF403 Lead Personal Development
- BSBHRM528 Coordinate Remuneration and Employee Benefits
- BSBHRM529 Coordinate Separation and Termination Processes

Diploma of Human Resource Management (BSB50320)

Advance your HR career with strategic & leadership-focused training.

Qualification Description:

This qualification is designed for individuals working in a range of roles within the human resources sector.

Learners build the skills to support or lead HR functions, depending on the needs of their workplace. In smaller organisations, this may involve working across multiple areas of HR, while in larger teams, learners may take the lead in a specialised function like recruitment, performance development, or employee relations.

Career Outcomes:

Learners who complete this qualification may pursue a range of self-employment or entrepreneurial pathways, including roles such as:

- HR Advisor
- HR Business Partner
- People and Culture Consultant

Please be aware that entry to this qualification is limited by your prior learning.

Diploma of Human Resource Management (BSB50320)

Training Station's Recommended Course Outline

Core Units (7):
- BSBHRM521 Facilitate Performance Development Processes
- BSBHRM522 Manage Employee and Industrial Relations
- BSBHRM523 Coordinate the Learning and Development of Teams and Individuals
- BSBHRM524 Coordinate Workforce Plan Implementation
- BSBHRM527 Coordinate Human Resource Functions and Processes
- BSBOPS504 Manage Business Risk
- BSBWHS411 Implement and Monitor WHS Policies, Procedures, and Programs

Elective Units (5):
- BSBHRM530 Coordinate Rehabilitation and Return to Work Programs
- BSBHRM525 Manage Recruitment and Onboarding
- BSBCMM511 Communicate with Influence
- BSBCRT511 Develop Critical Thinking in Others
- BSBTEC404 Use Digital Technologies to Collaborate in a Work Environment

TECHNOLOGY COURSES

Certificate III in Information Technology (ICT30120)

Build foundational IT and digital skills for a tech career.

Qualification Description:

The Certificate III in Information Technology is a great starting point for anyone looking to build a broad set of tech skills and begin a career in the ICT industry.

Learners are introduced to key areas such as cybersecurity, cloud computing, networking, programming, and digital media. The course also covers essential IT support practices used in modern business environments.

With a focus on real-world application, learners build foundational knowledge in critical thinking, customer service, and technical problem-solving to support people, systems, and processes across a variety of workplaces.

Career Outcomes:

Graduates of this course can explore a variety of entry-level roles across the ICT sector, including:

- IT Support Technician
- Helpdesk Officer
- Junior Network Administrator
- ICT Customer Support Officer
- Computer Technician

Certificate III in Information Technology (ICT30120)

Training Station's Recommended Course Outline

Core Units (6):

- BSBCRT311 Apply Critical Thinking Skills in a Team Environment
- BSBXCS303 Securely Manage Personally Identifiable Information and Workplace Information
- BSBXTW301 Work in a Team
- ICTICT313 Identify IP, Ethics and Privacy Policies in ICT Environments
- ICTPRG302 Apply Introductory Programming Techniques
- ICTSAS305 Provide ICT Advice to Clients

Elective Units (6):

- ICTPRG435 Write Scripts for Software Applications
- ICTWEB304 Build Simple Web Pages
- ICTCLD301 Evaluate Characteristics of Cloud Computing Solutions and Services
- ICTCLD401 Configure Cloud Services
- BSBXCS402 Promote Workplace Cyber Security Awareness and Best Practices
- BSBXCS404 Contribute to Cyber Security Risk Management

Certificate IV in Information Technology (ICT40120)

Take your tech skills to the next level with specialised training.

Qualification Description:

In this course you'll learn to manage cyber risks, solve workplace ICT issues, and apply programming and technical knowledge in real-world settings. This qualification is ideal for those ready to step confidently into varied and dynamic technology roles. Throughout the course, you'll build capabilities in: Database development & maintenance, Programming, Networking, Gaming development, Systems support and Web development.

Career Outcomes:

Graduates of this qualification may pursue a variety of roles across the ICT sector, including:

- Web Developer
- ICT Support Officer
- Computer Technician
- Network Support Officer
- Systems Administrator
- Programmer
- Database Support Officer
- Junior Games Developer

Certificate IV in Information Technology (ICT40120)

Training Station's Recommended Course Outline

Core Units (7):

- BSBCRT411 Apply Critical Thinking to Work Practices
- BSBXCS404 Contribute to Cyber Security Risk Management
- ICTICT426 Identify and Evaluate Emerging Technologies and Practices
- ICTICT443 Work Collaboratively in the ICT Industry
- ICTICT451 Comply with IP, Ethics and Privacy Policies in ICT Environments
- ICTPRG302 Apply Introductory Programming Techniques
- ICTSAS432 Identify and Resolve Client ICT Problems

Elective Units (13):

- ICTICT449 Use Version Control Systems in Development Environments
- ICTPRG430 Apply Introductory Object-Oriented Language Skills
- ICTPRG433 Test Software Developments
- ICTPRG437 Build a User Interface
- ICTPRG440 Apply Introductory Programming Skills in Different Languages
- ICTWEB431 Create and Style Simple Markup Language Documents
- ICTWEB432 Design Website Layouts
- ICTWEB433 Confirm Accessibility of Websites
- ICTWEB434 Transfer Content to Websites
- ICTWEB452 Create a Markup Language Document
- ICTCLD301 Evaluate Characteristics of Cloud Computing Solutions and Services
- ICTCLD401 Configure Cloud Services
- ICTICT428 Select Cloud Storage Solutions

Fast-track your qualifications through Recognised Prior Learning (RPL)

Business & Entrepreneurship

BSB20120 – Certificate II in Workplace Skills
BSB30120 – Certificate III in Business
BSB30220 – Certificate III in Entrepreneurship and New Business
BSB40520 – Certificate IV in Leadership and Management

Information Technology & Digital Innovation

ICT30120 – Certificate III in Information Technology
ICT40120 – Certificate IV in Information Technology

Human Resources & Leadership Development

BSB50320 – Diploma of Human Resource Management
BSB40420 – Certificate IV in Human Resource Management

Career Advancing Qualifications and Skills

RTO: 45731

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📞 08 9398 6333

✉️ contact@ts.edu.au

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Australian Qualifications Framework

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