

UNIT SELECTIONS

BSB30115 CERTIFICATE III IN BUSINESS

LEARNER'S NAME: _____

DATE: ____/____/____

Delivery method: Work-based Classroom blended Online / Distance blended

Resource type: Online: Student has access to a computer/laptop and the Internet
OR

Paper-based: Only available upon special request (e.g. no computer/Internet etc.)

Computer skills: Beginner Intermediate Advanced

PREREQUISITES

There are no entry requirements for this qualification.

QUALIFICATION RULES

12 units are required for this qualification; consisting of **1 core unit** and **11 elective units**

- 7 elective units must be selected from the elective units listed below.
- The remaining 4 elective may be selected from the elective units listed below, or any other current qualification at the same level on Access Group Training's scope. Only 1 elective unit may be selected from a Certificate II and only 2 electives may be taken from a Certificate IV qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-support vocational outcome.

CORE UNITS: The 1 unit below is compulsory

- ✓ BSBWHS302 Apply knowledge of WHS legislation in the workplace

ELECTIVE Units: Please select **11** units from the below electives:

(or 4 units may be selected from another qualification as stated above)

- BSBCUS301 Deliver and monitor a service to customers
- BSBDIV301 Work effectively with diversity
- BSBFIA301 Maintain financial records *
- BSBADM311 Maintain business resources
- BSBINM301 Organise workplace information *
- BSBINN301 Promote innovation in a team environment
- BSBCMM301 Process customer complaints *
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents *
- BSBITU304 Produce spreadsheets *
- BSBITU306 Design and produce business documents *
- BSBPRO301 Recommend products and services
- BSBPUR301 Purchase goods and services *
- BSBWOR301 Organise personal work priorities and development *
- BSBWRT301 Write simple documents *

Office Only:

Resources: Precision (paper-based), Didakso-Precision (online)

*Resources coming soon