

BSB30115

Certificate III in Business

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Entry Requirements

There are no entry requirements.

Must be employed in a relevant position if undertaking through a traineeship program.

Course Requirements

12 units of competency are required to complete this qualification, including 1 core unit and 11 elective units. This qualification has a 12 month term for full-time employees and a 24 month term for part-time employees under a traineeship arrangement.

Recommended course structure*

Code	Title	Core/Elective
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBDIV301	Work effectively with diversity	Elective
BSBADM311	Maintain business resources	Elective
BSBINM302	Utilise a knowledge management system	Elective
BSBCMM301	Process customer complaints	Elective
BSBITU303	Design and produce text documents	Elective
BSBITU304	Produce spreadsheets	Elective
BSBITU305	Conduct online transactions	Elective
BSBPRO301	Recommend products and services	Elective
BSBSUS301	Implement and monitor environmentally sustainable work practices	Elective
BSBWOR301	Organise personal work priorities and development	Elective

*Please speak to one of our Training Consultants about alternative units available.

Pathways

After achieving this qualification, individuals could progress to a range of other qualifications including BSB40215 Certificate IV in Business.



Quality
ISO 9001
SAI GLOBAL



NATIONALLY RECOGNISED
TRAINING

Job Roles

Possible job roles in this qualification are;

- customer service adviser
- data entry operator
- general clerk
- payroll officer
- typist
- word processing operator

Further details on Qualifications and Job Pathways are available from Australian Apprenticeships Training Information Service website: www.aatinfo.com.au, click on Search then select your State and Industry.

Call Access Group Training today

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