BUSINESS

BSB30115 - Certificate III in Business

COURSE SUMMARY

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.

CAREER OUTCOMES

Data Entry Operator
General Clerk
Payroll Officer
Word Processing Operator

DURATION (GUIDE ONLY)

Class Delivery
Part time: NA / Full time: NA
Traineeship/Apprenticeship
Part time: 24 Months / Full time: 12 months

DELIVERY METHOD

Workplace / Flexible Delivery

ENTRY REQUIREMENTS

There are no prerequisites for this qualification.

This training is delivered with Victorian and Commonwealth funding. Individuals with a range of abilities and backgrounds are encouraged to apply.

HOW TO APPLY

Online at: www.skillinvest.com.au
By Phone: Skillinvest Metro 1300 135 008
             Skillinvest Regional 1300 308 620

FEES AND CHARGES

Refer to the Fees & Charges link on the Skillinvest website (www.skillinvest.com.au)

QUALIFICATION REQUIREMENTS

To meet the packaging rules and attain the qualification, a total of 12 units must be completed, when selecting units:
        1 core unit
        11 elective units

NATIONALLY RECOGNISED TRAINING

skillinvest.com.au | 1300 135 008 | info@skillinvest.com.au

skillinvest
RTO CODE 4192

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CORE UNITS

BSBWHS302	Apply Knowledge of WHS Legislation in the Workplace

ELECTIVE UNITS

BSBCUS301	Deliver and Monitor a Service to Customers
BSBDIV301	Work Effectively With Diversity
BSBINN301	Promote Innovation in a Team Environment
BSBCMM301	Process Customer Complaints
BSBADM311	Maintain Business Resources
BSBINM301	Organise Workplace Information
BSBITU306	Design and Produce Business Documents
BSBITU309	Produce Desktop Published Documents
BSBFLM309	Support Continuous Improvement Systems and Processes
BSBFLM305	Support Operational Plan
BSBPRO301	Recommend Products and Services

** Unit selection should be discussed with your training provider to successfully customise a package to meet industry needs

NATIONALLY RECOGNISED
TRAINING