



BUSINESS

BSB30115 Certificate III in Business - Traineeship

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.

POSSIBLE CAREER OUTCOMES

Data Entry Operator
General Clerk
Payroll Officer
Word Processing Operator

DURATION (GUIDE ONLY)

Up to 1 -2 years

Duration will vary and is dependent on workplace arrangements

DELIVERY METHOD

Traineeship

ENTRY REQUIREMENTS

There are no prerequisites for this qualification

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



HOW TO APPLY

Call Skillinvest 1300 135 008

FEES AND CHARGES

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

QUALIFICATION REQUIREMENTS

To receive this qualification you must complete 1 core unit, plus 11 elective units.

Unit selection will be made in consultation with the student and the employer



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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
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
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
BSBPUR301	Purchase goods and services
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organise personal work priorities and development
BSBFLM303	Contribute to effective workplace relationships
BSBFLM312	Contribute to team effectiveness
BSBWRT301	Write simple documents

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