



Certificate III in Business (BSB30107)

Course Overview

Certificate III in Business is appropriate for a person who works in a small/medium enterprise, which manufactures a product or provides a service to customers. This qualification is designed for individuals wishing to gain a broad range of skills and knowledge with varied work responsibilities which may include technical advice and support of a team.

Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Certificate III in Business (BSB30107).

Course Requirements

12 units of competency must be completed including 1 core unit and 11 elective units from the Business Services Training Package.

Core Unit	
Code	Unit Title
BSBOHS201A	Participate in OHS processes

Elective Units	
Code	Unit Title
BSBWOR301A	Organise personal work priorities and development
BSBADM311A	Maintain business resources
BSBPRO301A	Recommend products and services
BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBINM301A	Organise workplace information
BSBFIA301A	Maintain financial records
BSBCMM301A	Process customer complaints
BSBITU306A	Design and produce business documents
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBINN301A	Promote innovation in a team environment
BSBITU304A	Produce spreadsheet
BSBWRT301A	Write simple documents

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.

Vocational Outcomes

Clerical Officer, Receptionist, Administration Assistant, Administration Assistant, Human Resources Clerk, Accounts Clerk, Word Processing Operator, Data Entry Operator, Records Clerk, Invoicing Officer.

Develop your Employability Skills

The development of Employability Skills is integrated into the delivery and assessment of this qualification. Employability Skills are skills that apply across a variety of jobs and life contexts. There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology. The Employability Skills Summary lists the elements of each skill that have been identified for this qualification. The summary can be downloaded from <http://employabilityskills.training.com.au/>

Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

Prerequisites

No formal learning is required for this qualification; however participants are to be employed in a position relevant to the qualification or will need to arrange a suitable practical placement.

Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is the Certificate IV in Business Administration (BSB40507) or you may want to consider a higher education degree or diploma. A helpful career website to refer to is www.myfuture.gov.au

Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training

For more information, please contact CTCS today.

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