

Business

About the course

The BSB30115 Certificate III in Business is a nationally recognised training course designed to provide you with the skills, knowledge and information to help you develop a successful career in business. The course will provide you with a range of practical skills and knowledge applicable across a range of industry sectors such as workplace health and safety, producing documents and presentations and working in a team environment.

Entry requirements

There are no formal entry requirements for this course, however students are expected to have written and spoken English skills to the certificate level of the course, as well as access to the internet and a computer in order to enrol in this course.

To allow our trainers to support your learning, you will need to complete a student profile, including language, literacy and numeracy indicator before your enrolment application is accepted.

Delivery Method and Course Duration

This course is available through face to face training, under a traineeship agreement or in an online environment.

Online students will be supported one-on-one by your trainer via email and phone. Students undertaking traineeships will have regular site (workplace) and contact support from your trainer.

Students without prior skills, knowledge and experience can undertake training, either part-time or full time with an expected course duration of 1 year full-time and up to 2 years part-time. Students with previous skills, knowledge and experience can complete the course earlier than 1 – 2 years if they are able to provide evidence and demonstrate competency earlier.

Course Structure

Number of units required to be completed to obtain the qualification is twelve (12).

One (1) Core Unit:

- › **BSBWHS302**
Apply knowledge of WHS legislation in the workplace.

Eleven (11) Elective Units:

- › **BSBADM307**
Organise schedules
- › **BSBITU312**
Create electronic presentations
- › **BSBITU313**
Design and produce digital text documents
- › **BSBITU314**
Design and produce spreadsheets
- › **BSBITU306**
Design and produce business documents
- › **BSBPRO301**
Recommend products and services
- › **BSBINM301**
Organise workplace information
- › **BSBWOR301**
Organise personal work priorities and development
- › **BSBDIV301**
Work effectively with diversity
- › **BSBWRT301**
Write simple documents
- › **BSBFLM312**

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AQF Certification Outcome

Only students who successfully complete all required units of competency will be issued with an AQF certificate III qualification. Students who complete one or more units, but do not complete the whole qualification will be issued with a statement of attainment for the completed units only.

Additional Pathways

Students who successfully complete the qualification may be eligible to continue in higher level certificate courses, with any registered training organisation who holds the higher level qualification on its scope of registration.

Job prospects from this qualification vary across many industries and can include Customer Service Adviser, Data Entry Operator, General Clerk, Payroll Officer, Typist or Work Processing Operators.

Recognition of Prior Learning (RPL) and Credit Transfers (CT)

Recognition of prior learning (RPL) is a process that assesses your competency—acquired through formal and informal learning—to determine if you meet the requirements for a unit of study. Students with previous skills, knowledge or experience are entitled to apply for RPL for a full qualification or individual units of competency. Students will be required to produce evidence and undertake assessment as part of the RPL process.

If you have previously completed a unit/s of competency and can provide valid evidence of AQF certification (issued by and RTO), you are eligible to apply for a credit transfer and would not be required to undertake further study for the unit.

You can learn more about RPL and Credit Transfer processes at www.maxsolutions.com.au/training.

Unique Student Identifier

It is mandatory for all students undertaking Nationally Recognised Training in Australia to have a USI, Unique Student Identifier.

You will need your USI in order to apply to enrol for training.

Visit www.usi.gov.au for more information.

More Information

For upcoming course dates, delivery locations, student handbook information (including relevant policies and procedures such as our privacy, access and equity, complaints and appeals and refund policies) please visit our website or contact our team.

Contact Us

Phone 1800 021 560

Email info@maxsolutions.edu.au

Web maxsolutions.com.au/training