



NATIONALLY RECOGNISED
TRAINING

BSB30115 CERTIFICATE III IN BUSINESS

Qualification Name:	BSB30115 CERTIFICATE III IN BUSINESS
Course Structure	To achieve this qualification, you must complete a total of 12 units. One core unit BSBWHS302 Apply knowledge of WHS legislation in the workplace 11 of the specified elective units listed below
Elective Units 11 required	BSBITU307 - Develop keyboarding speed and accuracy Complete either CLUSTER 1 or CLUSTER 2 CLUSTER 1 Interacting with Customers and Clients BSBPRO301 – Recommend products and services BSBCUS301 – Deliver and monitor a service to customers BSBCMM301 – Process customer complaints CLUSTER 2 Accounts BSBFIA301 – Maintain financial records BSBFIA303 – Process accounts payable and receivable BSBFIA304 – Maintain a general ledger Business Documents – Complete ALL BSBWRT301 – Write simple documents BSBITU306 – Design and produce business documents BSBITU312 - Create electronic presentations BSBITU313 - Design and produce digital text documents BSBITU314 - Design and produce spreadsheets Choose 2 from below BSBINM301 – Organise workplace information BSBADM311 – Maintain business resources

	<p>BSBWOR204 – Use Business Technology</p> <p>BSBINN301 – Promote innovation in a team environment</p> <p>BSBADM307 –Organise Schedules</p> <p>BSBDIV301 - Work effectively with diversity</p> <p>BSBWOR301 - Organise personal work priorities and development</p>
Outcomes	<p>This course is for people who want to work as an office assistant in a business environment.</p> <p>You will learn:</p> <ul style="list-style-type: none"> ● Skills to work in an office environment ● Knowledge about different business situations ● How to use a range of business equipment, such as computers and printers ● Office procedures <p>Disclaimer: JobQuest does not in any way guarantee that a student will obtain employment by completing this training program</p>
Training Pathways	<p>Training and Assessment, Assessment only, Recognition of Prior Learning,</p> <p>Upon completion of this qualification learners could progress to a Certificate IV in Business</p>
Duration of Training	<p>A full-time Traineeship is contracted for a 12 month period and part-term Traineeships for longer. This information is provided at indenture and enrolment.</p> <p>Duration times for any fee-for-service courses or subsidised courses will be provided in pre-enrolment information and depend on the mode of delivery.</p> <p>The duration of the course will be sufficient to give every student the opportunity to learn the required skills and knowledge and complete the assessment tasks.</p>
Delivery Mode	<p>Employment Based* – You complete the qualification whilst employed.</p> <p>Classroom Based* - You attend group workshops with other learners and complete the units in a classroom type environment.*Subject to availability</p>
Eligibility	<p>Eligibility requirements may apply for some government subsidised training programs.</p>

Contact JobQuest on 02 49609024 email: mail@jobquest.org.au