

Certificate III in Business

"I found that a Business Certificate opens doors you might not have believed were possible."

About the course

The BSB30115 Certificate III in Business course is designed to provide you with the skills, knowledge and right information to ensure real and tangible value through best-practice expertise and to support you in your role.

Duration: 41 weeks - Classroom or Blended Online

Traineeships QLD: Full Time - 12 months

Part Time - 24 months

School Based - 24 months

This course includes

- Designing documents and understanding business reporting
- Delivering and monitoring service to customers
- Understanding of support systems
- Office management techniques.

Entry requirements

No entry requirements for this qualification. Students should have ACSF level 3 written and spoken English and numeracy to be able to meet the foundational skills requirements.

Where to from here?

Job prospects from this qualification include Customer Service Adviser, Data Entry Operator, General Clerk, Payroll Officer, Typist or Word Processing Operator.

Training for You

To find out more about our courses and how we can help you on your journey contact us at the below:

Phone 1800 021 560

Email info@maxsolutions.edu.au

Web maxsolutions.com.au/training

maxsolutions.com.au/training

Follow us on [Facebook.com/maxsolutionsau](https://www.facebook.com/maxsolutionsau)

MAX Solutions (RTO: 0667)



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

Learners will be provided information about RPL and Credit Transfers prior to or upon enrolment and can discuss their application with their Trainer.

You can learn more about the RPL process at www.maxsolutions.com.au/training

Unique Student Identifier (USI)

All students undertaking Nationally Recognised Training in Australia will need 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.

Units of Competency

Semester 1 Weeks 1 - 16

- BSBWHS302 Apply knowledge of WHS legislation in the workplace
- BSBWOR301 Organise personal work priorities and development
- BSBWRT301 Write simple documents
- BSBINM301 Organise workplace information
- BSBDIV301 Work effectively with diversity
- BSBFLM312 Contribute to team effectiveness
- BSBPRO301 Recommend products and services

Semester 2 Weeks 17 - 31

- BSBITU306 Design and produce business documents
- BSBADM307 Organise schedules
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents
- BSBITU304 Produce spreadsheets

Semester 3 Weeks 32 - 41

- 120 hours Vocational Placement
- Finalise assessment portfolios

Please note that semester breakdowns apply to Classroom based and Blended Online learning only.

More Information

For delivery locations, online learning, funding information, further courses and information on our policies and procedures, please visit our website or contact our team.

Phone 1800 021 560

Email info@maxsolutions.edu.au

Web maxsolutions.com.au/training