



Apply on-line today

BSB30115 Certificate III in Business

The units offered in the Business training package are flexible and designed to apply to anyone working in a business environment. The common business units are deliberately generic, broad based and highly suitable for contextualisation to meet the needs of particular industries, regions, localities and groups across the full spectrum of Australian Industry. With only one core unit, the qualification's elective units can be tailored to suit your organisational needs and formatted to align with your individual policies and procedures!

The BSB30115 Certificate III in Business reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

This course may be completed through a Smart and Skilled Traineeship / Entitlement pathway or a fee for service enrolment.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification may include:

- Typist
- Data Entry Operator
- General Clerk
- Payroll Officer
- Customer Service Advisor
- Word Processing Operator

Fee for service & Smart and Skilled Entitlement model enrolments

- 12 month duration-entitlement / 6 months-FFS
- Minimum practical work hours apply if not currently employed within a business environment

Traineeship requirements

- Min avg of 15 hrs per week
- Full Time term = 12 months (early completion available)
- New Entrant or existing workers

12 Units to be completed in total: 1 Core & 11 Elective units

Code	Title	Core / Elective
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBADM311	Maintain business resources	Elective
BSBCMM301	Process customer complaints	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBFLM303	Contribute to effective workplace relationships	Elective
BSBFLM309	Support continuous improvement systems and processes	Elective
BSBINM301	Organise workplace information	Elective
BSBITU304	Produce spreadsheets	Elective
BSBPRO301	Recommend products and services	Elective
BSBPUR301	Purchase goods and services	Elective
BSBWOR301	Organise personal work priorities and development	Elective
BSBWRT301	Write simple documents	Elective

We have listed commonly used electives however there is a wider range of electives available to suit your requirements.



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