

CERTIFICATE III IN BUSINESS



BSB30115 Certificate III in Business

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical

advice and support to a team. The packaging rules of this qualification include one core unit plus eleven elective units. Elective units must be relevant to the work environment and the qualification.

CORE:

BSBWHS302 **Apply knowledge of WHS legislation in the workplace**

ELECTIVES:

BSBDIV301 **Work effectively with diversity**

BSBFLM303 **Contribute to effective workplace relationships**

BSBFLM309 **Support continuous improvement systems and processes**

BSBINN301 **Promote innovation in a team environment**

BSBADM311 **Maintain business resources**

BSBCUS301 **Deliver and monitor a service to customers**

BSBFLM305 **Support operational plan**

BSBINM301 **Organise workplace information**

BSBITU312 **Create electronic presentations**

BSBITU313 **Design and produce text documents**

BSBITU314 **Produce Spreadsheets**

DURATION: Approximately 24 months.

Duration will depend upon delivery mode.

Coal Train Australia Pty Ltd RTO no. 32507



Funded under Certificate 3 Guarantee which is a Queensland Government Initiative. Funding is also available under the User Choice Program 2017-2020 funded by the Queensland Government for trainees. Eligibility requirements apply for both of these programs.

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