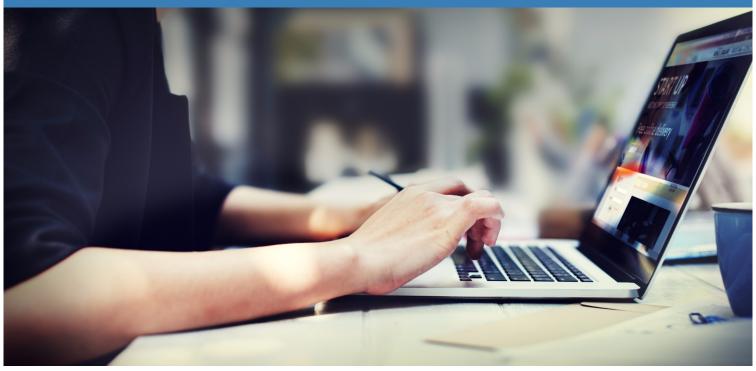
## **CERTIFICATE III IN BUSINESS**



## **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

## CORE:

BSBWHS302	Apply knowledge of WHS legislation in the workplace
<b>ELECTIVES:</b>	
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

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.

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.

