

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.

Job titles relevant to this course may include:

- Customer service advisor
- General clerk
- Office assistant
- Payroll officer
- Typist/Word processing operator/Data entry operator
- Human Resources clerk
- Receptionist
- Administrative Assistant

DURATION

This qualification is delivered over approximately 8 to 12 months. The course includes one day of face to face training each month along with post course activities, evidence and workbooks depending on the cohort group.

CORE UNITS

- BSBCRT311** Apply critical thinking skills in a team environment
- BSBPEF201** Support personal wellbeing in the workplace
- BSBSUS211** Participate in sustainable work practices
- BSBTWK301** Use inclusive work practices
- BSBWHS311** Assist with maintaining workplace safety
- BSBXCM301** Engage in workplace communication

ELECTIVE UNITS

- BSBTEC301** Design and produce business documents
- BSBTEC302** Design and produce spreadsheets
- BSBTEC303** Create electronic presentations
- BSBPEF301** Organise personal work priorities
- BSBLDR301** Support effective workplace relationships
- BSBOPS304** Deliver and monitor a service to customers
- BSBINS302** Organise workplace information



COAL TRAIN, WHEN TRAINING MATTERS

FIND OUT MORE

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6 Millroy Drive, Barmaryee Queensland 4703 | PO Box 216 Yeppoon Queensland 4703

CERTIFICATE III IN BUSINESS



USER CHOICE FUNDING

The User Choice program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees.

To be eligible to receive a government contribution, the apprentice or trainee must:

- have entered into a Training Contract for a qualification that is funded by the department (BSB30115 Certificate III in Business)
- be registered on DELTA with a commencement date or recommencement date on or after 1 July 2020
- select a training provider that holds SAS status for their nominated qualification (Coal Train holds SAS status for the BSB30115 Certificate III in Business)

Participants completing the BSB30115 Certificate III in Business under a Traineeship will be required to attend the face to face training sessions each month along with recording workplace tasks in a Trainee Record Book and completing post session workbooks with activities in the workplace.

If you are interested in signing up an employee into a Business Traineeship you will need to address the following:

- Ensure that there is a Supervisor in the workplace that holds a Certificate III in Business or there are Supervisors who collectively hold related units that the Trainee will be undertaking. Supervisors may also be able to provide demonstrated competency evidence to fulfill this requirement also
- Contact an Australian Apprentice Support Network Provider (AASN) to discuss Trainee eligibility, general information, incentives etc. regarding Traineeships (Busy at Work, MRAEL, etc.)
- Upon signing up a Business Trainee and selecting your Supervising Registered Training Organisation (SRTO) the Trainee can then commence training towards their qualification

FEES

Student contribution fees under the User Choice program are set at \$1.60 per nominal hour for each unit of competency/module.

Fees are payable by the employer or a third party. If the student pays the fees, the employer must reimburse their trainee within six months of payment. Fee will vary depending if students have eligible exemptions. Full contribution fee will be \$784.00 and for students who have concession or exemptions, contribution fee will be \$313.60. For further information on your fees, please refer to the course pricing structure.



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