

## BSB30115 Certificate III in Business

### Suggested program outline

### Core Units

#### BSBWHS302

Apply knowledge of WHS legislation in the workplace 20hrs

### Elective Units

#### BSBINN301

Promote innovation in a team environment 40hrs

#### BSBITU302

Create electronic presentations 20 hrs  
BSBCMM301

Process customer complaints 30 hrs

#### BSBITU306

Design and produce business documents 80hrs

#### BSBWOR301

Organise personal work priorities & development 30hrs

#### BSBFLM312

Contribute to team effectiveness 40hrs

#### BSBCUS301

Deliver and monitor a service to customers 35hrs

#### BSBFIA301

Maintain financial records 60hrs

#### BSBDIV301

Work effectively with diversity 30hrs

#### BSBITU303

Design and produce text documents 90hrs

#### BSBITU304

Produce spreadsheets 35hrs

Western Business School is a registered training organisation delivering nationally recognised training. We have a commitment to helping people achieve their learning goals in a fun and supportive learning environment.

Western Business School provides specialised industry training for anyone considering a career and employment within the Business industry.

### How can training benefit you?

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Meet new people and gain confidence in your employment skills!

### Pathways into the qualification:

Preferred pathways for candidates considering this qualification include:

- After achieving the BSB20115 Certificate II in Business or other relevant qualification/s

OR

- With some vocational experience assisting in a range of support roles without a business qualification.

### Pathways from the qualification:

BSB40215 Certificate IV in Business

### What content is covered in the training?

The BSB30115 Certificate III in Business provides students with a range of well developed office, computer, business skills, understanding and knowledge on how to work effectively in a workplace.

This qualification is tailored by Western Business School to expand your skills base in a developing "green economy"

Successful completion will provide students with the ability to gain employment in a range of administrative services

Such job roles may include:

- Customer service advisor
- Data entry operator
- General clerk
- Payroll officer
- Typist
- Word processing operator



#### Melbourne

9/651 Victoria St  
Abbotsford  
VIC 3067

p 1300 656 461  
f 1300 360 179

#### Sydney

Suite 2/190 George St  
Parramatta  
NSW 2150

p 1300 760 099  
f 1300 760 077

#### Queensland

1a / 45 Cordelia St  
South Brisbane,  
QLD 4101

p 1300 311 272  
f 1300 422 940

## Units

Participants need to complete 12 units of competency

## Who can undertake the training?

Our entry requirements are that students are competent in written and spoken English

## The pre-requisites for this course are:

There are no pre-requisites for this course

## How is the course trained & assessed?

The course consists of both theory and practical elements and is completed via assessment within the workplace

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry.

The assessment process will include written and practical demonstration, observation and will normally require some time away from the working desk completing assignments and self-paced exercises

## Recognition of Prior Learning (RPL)

If you believe you are already competent in a number of skills through your work or life experience, then those skills may be formally recognised via our RPL program.

As part of the RPL assessment your existing skills and knowledge will be assessed by a qualified assessor. You can demonstrate your competence in a variety of ways including performing tasks, sharing your anecdotes about how you carry out tasks in the workplace or providing work samples.

## Benefits of applying for RPL:

It can accelerate you through your qualification.

A qualification may assist you with getting a promotion, job security, a change in career or even a pay rise.

It can help your studies to be interesting

and challenging (as you are not learning things you already know)

Reduced study load

Better planning of future training

## What will I expect

Duration – 1 year

With regular contact with your Trainer/ Assessor a minimum of 5 visits to your workplace, and support from both your employer and workplace supervisors, you'll gain your nationally recognised qualification with plenty of on the job practice!

Are you ready to commence your career?

## Credit Transfer

Credit Transfer is the process where the Western Business School accepts and provides credit to you for units of competency that you have previously completed at another training organisation. If you believe you have a Certificate of Qualification or Statement of Attainment for any units previously completed Western Business School will confirm the unit and award a Credit Transfer to you.

## Benefits of applying for a Credit Transfer

- It can accelerate you through your qualification
- Reduced study load
- Better planning of future training

## Where do I start?

## Have you recently applied for a Traineeship course?

### Yes

Our Starter Kits have all our course/ unit information to start your training process. You will receive your Starter Kit during your induction Session.

### No

Apply for your Traineeship course today and receive a Nationally Recognised Qualification on completion

## Start now:

<http://www.wpcgroup.org.au/job-seekers/submit-your-resume>

Training and employment services are

available to all clients regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment

## WBS adheres to principles of access and equity.

Western Business School encourages individuals with disabilities to apply.

## NSW

This training is subsidised by the NSW Government. Commonwealth Government Funding is also available.

The Smart and Skilled website is available for you to access at any time. <https://smartandskilled.nsw.gov.au/> or call 1300 772 104.

The Administration Manager of WBS is the delegated Consumer Protection Officer and can be contacted on 1300 656 461

Refer to your website for details relating to any complaints and/or appeals.

## VIC

This training is delivered with Victorian and Commonwealth Government Funding.

Where government subsidies apply, please note enrollment into this course will impact your access to future subsidised training. You may not be eligible for further subsidised training and you may exhaust your entitlement to lifetime limits of undertaking training in courses at the same level. Upon successful completion of this qualification, you may only access subsidised training if upskilling.

## Would you like more information?

Contact our friendly team at Western Business School (TOID: 4183) on 1300 656 461

[www.wbs.org.au](http://www.wbs.org.au)

More information can be found in our participant hand book

## Fee Information

The student tuition fees as published are subject to change given individual circumstances at enrolment.

All materials are inclusive. No other fees are associated with this course.

WBS does not hold more than \$1500 in advance for training yet to be delivered and participants will not prepay more than \$1500 in advance.

Further information can be found in our Fees and Charges Policy available from [www.wbs.org.au](http://www.wbs.org.au)

Employers are welcome to sponsor their trainees and pay all tuition fees.

Please contact our Administration Department for more information.

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## Course Fee Information

BSB30115 CERTIFICATE III IN BUSINESS			
VICTORIA <sup>^</sup>			
	Skills First funding	Concession	Fee for service
Tuition Fees	\$1,500.00	\$ 300.00	\$4,000.00
Fortnightly instalment	\$ 75.00	\$15.00	\$200.00
Estimated contribution \$3,600.00			
NEW SOUTH WALES**			
	Tuition Fees	Concession	Fee for service
Smart & Skilled funding	\$1,000.00	\$240.00	\$4,000.00
Fortnightly Instalment	\$50.00	\$12.00	\$200.00
QUEENSLAND			
	Tuition Fees	Fortnightly instalment	
Tuition fees	\$4,000.00	\$200.00	

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