



BSB30115 Certificate III in Business

Qualification Description

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

Entry Requirements

There are no entry requirements for this qualification.

Language, Literacy and Numeracy

All applicants are required to complete a Language, literacy and numeracy assessment prior to enrolling and will require sufficient language, literacy and numeracy skills to be able to complete the assessment. This program requires sound communication and interpersonal skills, the capacity to read and interpret written instructions and the ability to analyse and write reports in context to the job role.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Employment Pathways

Job roles may include clerical/administration officer or research officer.

Education Pathways

BSB40215 Certificate IV in Business.

Packaging Rules:

Total number of units = 12

1 core unit plus
11 elective units

Core Units

| | |
|-----------|------------------------------------|
| BSBWHS302 | Apply Knowledge of WHS legislation |
|-----------|------------------------------------|

Elective Units

| | |
|-----------|--|
| BSBCMM301 | Process customer complaints |
| BSBCUS301 | Deliver and monitor a service to customers |
| BSBFLM303 | Contribute to effective workplace relationships |
| BSBFLM305 | Support operational plan |
| BSBFLM309 | Support continuous improvement systems and processes |
| BSBFLM311 | Support a workplace learning environment |
| BSBFLM312 | Contribute to team effectiveness |
| BSBINN301 | Promote innovation in a team environment |
| BSBITU302 | Create electronic presentations |
| BSBITU306 | Design and produce business documents |
| BSBWOR301 | Organise personal work priorities and development |

Location*

This course is delivered offsite at a venue negotiated with the client.

Duration*

12 months in an actual workplace environment.

Mode of delivery

All courses offered by TABMA Training are delivered to meet student needs in a similar format with either face to face tuition and/or mentoring support. Some programs have a class based training schedule to assist students with more comprehensive subjects and assessments.

Students are expected to attend all classes and successfully complete all tasks and activities during the course. There are also activities to be completed outside of the workshops. These activities are aimed at allowing the learners to apply the course content in their own workplace environment.

Language, Literacy and Numeracy

All applicants are required to complete a Language, literacy and numeracy assessment prior to enrolling and will require sufficient language, literacy and numeracy skills to be able to complete the assessment. This program requires sound communication and interpersonal skills, the capacity to read and interpret written instructions and the ability to analyse and write reports in context to the job role.

Assessment type:

The assessments are competency based and use an open book approach book comprising both theoretical and practical exercises. These assessments typically include written questions; case studies/scenarios; individual assessment, and practical tasks in a simulated workplace environment.

Recognition of Prior Learning / Credit Transfers:

Recognition of Prior Learning

Students may be eligible to apply for recognition of their chosen qualification by providing evidence of their previous training, employment experience or other life skills that meet qualification requirements. Successful applications may result in a reduced training time.

Credit Transfer

Students may be eligible to apply for credit transfer. This is where you can provide evidence of previous studies where there is equivalence to the units of competency within the course. (Please refer to student handbook).

Costs

QLD funding:

This training is subsidised by the Department of Employment, Small Business and Training (DESBT) under Qld User Choice:

<https://desbt.qld.gov.au/training/training-careers/incentives/userchoice>

\$3410 concessional and \$2558 non-concessional (student fee \$880).

Funding:

NSW Smart and Skilled - this training is subsidised by the NSW Government.

<https://smartandskilled.nsw.gov.au/for-students>

\$5140 per full qualification (Student Fee: \$1000)

Contact us:

FITEC Australia Pty Ltd trading as TABMA Training (RTO 5343)

P.O. Box 185

Brisbane Market QLD 4106

Phone: 1300 693 483

Email: info@tabmatraining.edu.au

Web: <https://tabmatraining.edu.au/>



** Duration and location are subject to negotiation between client and TABMA Training*