

BSB30115

Certificate III in Business

Our business qualification is where you will learn transferable skills such as communication, team building, scheduling and document design. These skills can be applied throughout your learning pathway but in your day to day life.

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.

- ✓ Identify and use networks and relationships
- ✓ Seek, receive and communicate information and ideas
- ✓ Co-ordinate personal skill development and learning
- ✓ Organise and complete own work schedule
- ✓ Exercise judgement to resolve customer service issues
- ✓ Designing documents.

DELIVERY METHODS AVAILABLE

- ✓ **Face-to-Face:** Classroom-based learning with practical hands on experience in both a simulated environment and/or work placement.
- ✓ **Blended:** Online learning with scheduled practical workshops.
- ✓ **Online:** Online learning only.



Business Qualification

DURATION

12 months is the average course duration

PLACEMENT

Not applicable

ENTRY REQUIREMENTS

No formal entry requirements

See back for full course overview and pricing

For more information, call **3260 6411**
or email trainingadmin@helpenterprises.com.au



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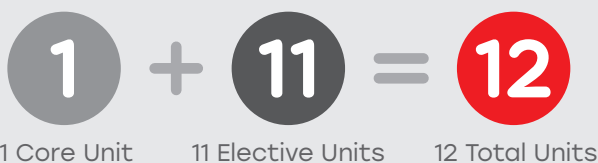
OUTCOMES & FURTHER STUDY PATHWAYS

Business career pathways: Word Processing Operator, Information Officer, Data Entry Operator, Clerical Officer.

Other courses in this pathway: BSB40515 Certificate IV in Business Administration, BSB42015 Certificate IV in Leadership and Management.

UNITS DELIVERED

BSBWHS302	Apply knowledge of WHS legislation in the workplace (core)
BSBFLM312	Contribute to team effectiveness (elective)
BSBITU312	Create electronic presentations (elective)
BSBCMM301	Process customer complaints (elective)
BSBFLM303	Contribute to effective workplace relationships (elective)
BSBFLM305	Support operational plan (elective)
BSBWOR301	Organise personal work priorities and development (elective)
BSBADM307	Organise schedules (elective)
BSBDIV301	Work effectively with diversity (elective)
BSBSUS201	Participate in environmentally sustainable work practices (elective)
BSBITU306	Design and produce business documents (elective)
BSBCUS301	Deliver and monitor a service to customers (elective)



HOW TO ENROL

Contact us on **3260 6411** or email trainingadmin@helpenterprises.com.au

TERMS AND CONDITIONS

Access to Certificate 3 Guarantee funding eligibility can be found at https://desbt.qld.gov.au/_data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf. The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VET in Schools students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency. Prospective students must not have or be enrolled in a certificate III level or higher qualification, not including qualifications completed at school and foundations skills training.

The Certificate 3 Guarantee Program is funded by Queensland Government.

COURSE COSTS

Certificate 3 Guarantee | Co-contribution Fee

Online Courses	Job Active Provider	Disability Employment Service	External*
Concession	\$600.00	\$200.00	\$30.00
Non-Concession	\$800.00	\$400.00	\$50.00
Face-to-Face Courses	Job Active Provider	Disability Employment Service	External*
Concession	\$200.00	\$200.00	\$30.00
Non-Concession	\$400.00	\$400.00	\$50.00
Blended Courses	Job Active Provider	Disability Employment Service	External*
Concession	\$900.00	\$200.00	\$30.00
Non-Concession	\$1200.00	\$400.00	\$50.00

*External refers to anyone not registered with HELP at the time of enrolment.