



LEARN THE SKILLS TO
BECOME JOB READY

BSB30115 CERTIFICATE III IN BUSINESS

Funded by the Queensland government.

WHAT IS QUEENSLAND CERTIFICATE 3 GUARANTEE?

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school Certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. The program also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications.

ELIGIBILITY

1. Must be 15 years or over
2. No longer at school (with the exception of VET in Schools students)
3. 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
4. Must not have or be enrolled in a Certificate III level or higher qualification (not including qualifications completed at school and foundations skills training)

CO-CONTRIBUTION FEES

Total course concessional price \$50

Total course non-concessional price \$150

COURSE OVERVIEW

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 OPPORTUNITIES

Job roles that may be available to you after successful completion of the course include:

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

ENTRY REQUIREMENTS

Nil

AUSTRALIAN ACADEMY ELIGIBILITY REQUIREMENTS

- Satisfactorily complete a pre-training review interview to determine student's suitability for the chosen course.
- Having access to the following is desirable for the successful completion of assessments and for research purposes:
 - Desktop computer, laptop or tablet
 - Microsoft Office or equivalent
 - Broadband internet connection
 - A web camera and a speaker
 - Access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which are available as a download from the internet.

COURSE MODE OF DELIVERY AND DURATION

At Australian Academy we work with individuals and companies to offer a range of flexible delivery options. Delivered direct to you through our online learning system, via workbooks, in workshops or in a classroom this course is nationally recognised and fully supported by a dedicated trainer. This course will be delivered and assessed in 12 months.

RECOGNITION OF PRIOR LEARNING

Many of our students already have a high level of skills, knowledge and expertise that can be recognised through a Recognition of Prior Learning (RPL) process. Students seeking recognition can apply for RPL on enrolment into a qualification or throughout the duration of their study.

CREDIT TRANSFER

If you have completed previous study that is the same industry as your intended qualification, you may be able to apply for a credit transfer. A copy of the original transcript must be provided when applying for a credit transfer.

WORLD-CLASS TRAINING

WORLD-CLASS LEADERS



COURSE OUTLINE (UNITS OF COMPETENCY)

TOTAL NUMBER OF UNITS = 12

- 1 core units
- 11 elective units

CORE UNITS	
BSBWHS302	Apply knowledge of WHS legislation in the workplace
ELECTIVE UNITS	
BSBADM311	Maintain business resources
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBINM301	Organise workplace information
BSBFLM312	Contribute to team effectiveness
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBCMM301	Process customer complaints

ASSESSMENTS

To be assessed as competent, learners need to provide satisfactory evidence to all the assessment requirements relating to their knowledge and skills relevant to the unit of competence. Assessment methods may include:

- Written activities
- Case studies
- Projects
- Role plays / observations

HOW TO ENROL

Applying to Australian Academy (AA) is easy. You can submit your enrolment application at australianacademy.edu.au/enrol or call the Gold Coast campus on **1300 656 693** or the Sydney campus on **1300 083 832**. You will be contacted by AA to arrange a follow up appointment for a pre-training review.

Once we receive your enrolment form, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy along with payment, we will secure your place.

Enrol Now



Gold Coast (QLD)

10 Scarborough Street
Southport, Gold Coast
QLD 4215
P 1300 656 693

Brisbane (QLD)

Level 3, 12 Mount Gravatt
Capalaba Road, Upper
Mount Gravatt QLD 4122
P (07) 3343 3776

Sunshine Coast (QLD)

Sunshine Coast Stadium
31 Sportsmans Parade
Bokarina QLD 4575
P 1300 656 693