JobQuest
Connecting People and Skills

NATIONALLY RECOGNISED TRAINING

BSB30115 CERTIFICATE III IN BUSINESS

Qualification Name:	BSB30115 CERTIFICATE III IN BUSINESS
Course Structure	To achieve this qualification, you must complete a total of 12 units. One core unit BSBWHS302 Apply knowledge of WHS legislation in the workplace 11 of the specified elective units listed below
Elective Units **11 required**	BSBITU307 - Develop keyboarding speed and accuracy **Complete either CLUSTER 1 or CLUSTER 2** **CLUSTER 1 Interacting with Customers and Clients** BSBPRO301 – Recommend products and services BSBCUS301 – Deliver and monitor a service to customers BSBCMM301 – Process customer complaints **CLUSTER 2 Accounts** BSBFIA301 – Maintain financial records BSBFIA303 – Process accounts payable and receivable BSBFIA304 – Maintain a general ledger **Business Documents – Complete ALL** BSBWRT301 – Write simple documents BSBITU306 – Design and produce business documents BSBITU312 - Create electronic presentations BSBITU313 - Design and produce digital text documents BSBITU314 - Design and produce spreadsheets **Choose 2 from below** BSBINM301 – Organise workplace information BSBADM311 – Maintain business resources

	BSBWOR204 – Use Business Technology BSBINN301 – Promote innovation in a team environment BSBADM307 –Organise Schedules BSBDIV301 - Work effectively with diversity BSBWOR301 - Organise personal work priorities and development
Outcomes	This course is for people who want to work as an office assistant in a business environment. You will learn: ● Skills to work in an office environment ● Knowledge about different business situations ● How to use a range of business equipment, such as computers and printers ● Office procedures Disclaimer: JobQuest does not in any way guarantee that a student will obtain employment by completing this training program
Training Pathways	Training and Assessment, Assessment only, Recognition of Prior Learning, Upon completion of this qualification learners could progress to a Certificate IV in Business
Duration of Training	A full-time Traineeship is contracted for a 12 month period and part-term Traineeships for longer. This information is provided at indenture and enrolment. Duration times for any fee-for-service courses or subsidised courses will be provided in pre-enrolment information and depend on the mode of delivery. The duration of the course will be sufficient to give every student the opportunity to learn the required skills and knowledge and complete the assessment tasks.
Delivery Mode	Employment Based* – You complete the qualification whilst employed. Classroom Based* - You attend group workshops with other learners and complete the units in a classroom type environment.*Subject to availability
Eligibility	Eligibility requirements may apply for some government subsidised training programs.