Course Overview
Welcome to the world of business. This course will prepare you with a foundational level of understanding of daily operations of business. Through this course you will be able to communicate effectively, create suggestions based on observation and manage both time and money effectively.

Subjects Covered
There are 12 units of competencies required to achieve your qualification:

- BSBWHS302 Apply knowledge of WHS legislation in the workplace
- BSBCUS301 Deliver and monitor a service to customers
- BSBADM311 Maintain business resources
- BSBINM301 Organise workplace information
- BSBINN301 Promote innovation in a team environment
- BSFIA301 Maintain financial records
- BSBPR0301 Recommend products and services
- BSBWOR301 Organise personal work priorities and development
- BSBWOR201 Manage personal stress in the workplace
- BSBADM307 Organise schedules
- BSFIM312 Contribute to team effectiveness
- BSBDIV301 Work effectively with diversity

You will have 1 month to complete each assessment, however you are able to submit your assessments as soon as you have completed.

A trainer/assessor is available to support you throughout your studies

Eligibility
To be eligible a student must:
Be a Queensland resident
Be 15 years of age or older and have finished secondary school or left school;
Not hold or be already undertaking a Certificate III or higher level qualification.
(Certificate III qualifications completed whilst at school will not exclude you from accessing this funding);
Be an Australian citizen or permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen.

The Certificate 3 Guarantee program is a Queensland Government Initiative.

Prices are subject to change without notice.