



the learning collaborative

BSB30115 CERTIFICATE III IN BUSINESS



NATIONALLY RECOGNISED
TRAINING

Delivered by our industry partner



START DATE

Start Anytime

DELIVERY MODE

External - self paced
12 month program

CONTACT

Enrolment Team
(07) 3106 3859
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STUDENT CO-CONTRIBUTION

Concession rate \$50 (\$4.16 per unit)
Non-Concession \$70 (\$5.83 per unit)

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
BSBFIA301	Maintain financial records
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBWOR201	Manage personal stress in the workplace
BSBADM307	Organise schedules
BSBFLM312	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.

