



BSB30115

Certificate III in Business

RTO Code: 31915

Course Description

BSB30115 Certificate III in Business. 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.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

For more information about the course, visit www.training.gov.au

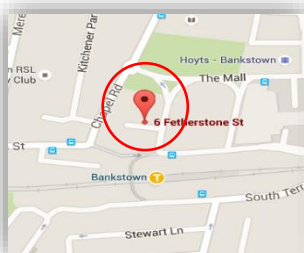
Education and Work Pathways

After achieving this qualification, candidates may choose to undertake studies at a higher education level. This course is a pathway into Certificate IV in Business.

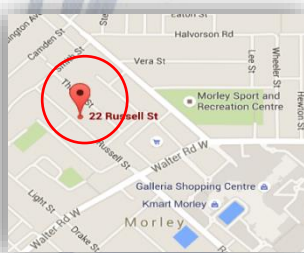
Potential job outcomes upon completion of this course:

- Customer service adviser
- Data entry operator
- General clerk
- Payroll officer

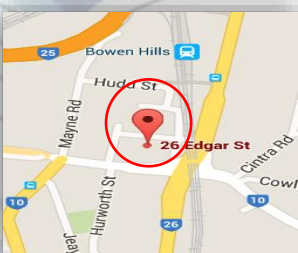
Locations



**6 Fetherstone
Street, Bankstown
NSW 2200**



**22 Russell St, Morley
WA 6062**



**26 Edgar Street,
Bowen Hills,
Queensland**

Images source: www.google.com.au

Fees

Please contact us on **1300 827 188** for information on fees, funding and payment plan options. Fees include all books and materials.

Language, Literacy and Numeracy requirements (LLN)

We recognise that not all people are able to read, write and perform calculations to the same standard. To help give you an idea of the language, literacy and numeracy skills required to study this course, you should sit for our LLN assessment before enrolment.

Support Services

During your studies with Future Academy, you will have access to a comprehensive range of support services

COURSE CODE	BSB30115
PREREQUISITES	None
DURATION	➤ 24 Weeks
TERMS	2
ASSESSMENTS	➤ Case studies ➤ Written questions ➤ Projects ➤ Short answers
DELIVERY MODE	➤ Classroom based training
ENTRY Requirements	There are no entry requirements for this qualification, however candidates must be 18 years old at the time of enrolment.

How to Enrol

Your enrolment is only one step away! Enrolling with Future Academy is easy. Just call one of our friendly staff members on:

1300 827 188

Contact us

We appreciate that choosing the right course is important. If you would like to discuss your career or course contact us on **1300 827 188** or send us an email to info@futureacademy.edu.au with your queries.

Recognition of Prior Learning (RPL)

Students can apply for Recognition of Prior Learning (RPL) for this qualification, and all students will be offered this option upon enrolment into the course. Please talk to one of our support officers for further information.





Course Structure

Twelve Units (1) core and **five (11) elective** units are required for the award of the **BSB30115 – Certificate III in Business**. Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level.

The following Units of Competency as identified in the National Business Training Package must be successfully completed to attain the Certificate III in Business at Future Academy.

Unit Code	Unit Title	Core / Elective
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBADM311	Maintain business resources	Elective
BSBCMM301	Process customer complaints	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBDIV301	Work effectively with diversity	Elective
BSBFIA301	Maintain financial records	Elective
BSBFLM303	Contribute to effective workplace relationships	Elective
BSBFLM305	Support operational plan	Elective
BSBINM301	Organise workplace information	Elective
BSBITU301	Create and use databases	Elective
BSBITU304	Produce spreadsheets	Elective
BSBITU306	Design and produce business documents	Elective

For full course competency details visit www.training.gov.au

Disclaimer

Future Academy does **NOT** guarantee that:

- A learner will successfully complete the course. This is subject to completing all the required units of competency.
- A learner will obtain an employment outcome as this is outside the control of Future Academy.
- A learner will obtain a qualification or a statement of attainment without successfully completing the assessments.

New South Wales Campus

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Queensland Campus

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Queensland

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