

Certificate III in Business

DESCRIPTION:

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.

CURRENCY:

<https://training.gov.au/Training/Details/BSB30115>

PRE-REQUISITES:

There are no pre-requisites required for entry into this qualification.

STUDY OPTIONS:

This course can be undertaken:

- As a customised program delivered to groups and/ or individuals on-site or in the workplace
- By Recognition of Prior Learning (RPL) <http://riiskillscentre.com.au/AQF-RP-An-Explanation.pdf>

START DATES:

Intakes for customised programs are ongoing throughout the year. Delivery can be undertaken in the workplace in consultation with your employer.

Enrolment for RPL can be undertaken at any time.

DELIVERY VENUE:

TBA pending client student requirements.

WORKPLACE ARRANGEMENTS:

As this qualification is largely assessed in the workplace, sequencing of assessment and any identified training required (as found during the assessment process) and further due to operating constraints of the student company, there is no formalised delivery assessment time table proposed. The opportunity to cluster elements for assessment will be adopted should the opportunity present itself at any time.

During the initial consultation phase with the client, Rii will determine whether suitable plant and equipment is available / in use by the client and that access be given to the participant to enable training / assessment to be undertaken at a pre-determined time.

COURSE DURATION:

The qualification is to be delivered over 12 months, student dependent.

MODE OF DELIVERY:

This training program is to be delivered as a combination of face to face and on the job training.

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TYPES OF ASSESSMENT:

Using suitable selected assessment tools, pending client student requirements and delivery mode.

Assessment tools may include:

- Written assessment
- Workbook
- Projects
- RPL
- Task observation
- Verbal questioning

COURSE MATERIALS:

All materials supplied by the RTO.

COURSE STRUCTURE:

To obtain this qualification, a total of 12 units must be completed.

- 1 Core unit
- 11 of the electives, of which:
 - 7 of the elective units must be selected from the elective units listed below
 - 4 elective units may be selected from the elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at the same qualification level
 - if not listed below, 1 elective unit may be selected from a Certificate II qualification and 2 elective units may be taken from a Certificate IV qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units		
Code	Unit name	Hours
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20

Elective Units		
Code	Unit name	Hours
BSBADM311	Maintain business resources	15
BSBCMM301	Process customer complaints	30
BSBCUS301	Deliver and monitor a service to customers	35
BSBDIV301	Work effectively with diversity	30
BSBFIA301	Maintain financial records	60

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Elective Units		
Code	Unit name	Hours
BSBFLM303	Contribute to effective workplace relationships	40
BSBFLM305	Support operational plan	40
BSBFLM306	Provide workplace information and resourcing plans	40
BSBFLM309	Support continuous improvement systems and processes	40
BSBFLM311	Support a workplace learning environment	40
BSBFLM312	Contribute to team effectiveness	40
BSBINM301	Organise workplace information	30
BSBINM302	Utilise a knowledge management system	50
BSBINN301	Promote innovation in a team environment	40
BSBIPR301	Comply with organisational requirements for protection and use of intellectual property	40
BSBITU301	Create and use databases	30
BSBITU302	Create electronic presentation	20
BSBITU303	Design and produce text documents	90
BSBITU304	Produce spreadsheets	35
BSBITU305	Conduct online transactions	40
BSBITU306	Design and produce business documents	80
BSBITU309	Produce desktop published documents	50
BSBPRO301	Recommend products and services	20
BSBPUR301	Purchase goods and services	60
BSBSUS401	Implement and monitor environmentally sustainable work practices	40
BSBWOR301	Organise personal work priorities and development	30
BSBWOR302	Work effectively as an off-site worker	25
BSBWRT301	Write simple documents	30

CAREER & PATHWAYS:

Career opportunities include Administration Officer, Personal Assistant, and Receptionist.

After achieving the BSB30115 Certificate III in Business, candidates may undertake the BSB40215 Certificate IV in Business, a qualification suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

FUNDING:

Not available for this course.

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STUDENT SUPPORT:

Refer Rii's Student Handbook located on our website <http://www.riiskillscentre.com.au>

DELIVERY BY THIRD PARTY:

This course is delivered in Tasmania on behalf of Rii Skills Centre by:

Tasmanian Safety & Training Services

t: 0499 526 627

e: training@tsts.net.au

ACCREDITATION:

Qualifications granted by Rii Skills Centre have been endorsed by the Australian Skills Quality Authority (ASQA).

Rii Skills Centre is a registered training organisation (RTO) listed on the website.

www.training.gov.au

Our national provider number is 32326.

We hold registration to deliver this qualification which is nationally recognised and comes from the nationally endorsed *BSB Business Services Training Package*.

A Certificate III recognised within the Australian Qualification Framework (AQF) will be issued if the full qualification is completed, a Statement of Attainment for individual units successfully completed when the whole qualification is not completed.

To find out more, contact the Rii team at enquiries@riiskillscentre.com.au

