

BSB30115 CERTIFICATE III IN BUSINESS

Release Number: 3, Release Date: 27 September 2018

The **CERTIFICATE III IN BUSINESS** requires that 12 units be achieved. There are no pre-requisite or co-requisite units for this qualification. All 12 units must be completed to attain the full qualification. Where only some units of competency are achieved, a statement of attainment will be issued. This qualification forms part of the Business Services Training Package BSB.

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.

Preferred pathways for candidates considering this qualification include:

- BSB20115 Certificate II in Business or other relevant qualification
- OR**
- with vocational experience assisting in a range of support roles without a formal business qualification.

The units of competency that make up this qualification are: **1 core unit** from the core unit listed below plus **11 elective units**.

Core Unit:

National Code	National Title
BSBWHS302	Apply knowledge of WHS legislation in the workplace

Elective Units:

7 of the **elective units** must be selected from the elective units listed below.

The other **4 elective units** may be selected from the remaining elective units listed below, the BSB Business Services Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 1 unit may be selected from a Certificate II qualification and 2 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.

National Code	National Title
BSBADM311	Maintain business resources
BSBCMM301	Process customer complaints
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBFLM303	Contribute to effective workplace relationships
BSBFLM305	Support operation plan
BSBFLM306	Provide workplace information and resourcing plans
BSBFLM309	Support continuous improvement systems and processes
BSBFLM311	Support a workplace learning environment
BSBFLM312	Contribute to team effectiveness
BSBINM301	Organise workplace information
BSBINM302	Utilise a knowledge management system
BSBINN301	Promote innovation in a team environment
BSBIPR301	Comply with organisational requirements for protect and use of intellectual property
BSBITU306	Design and produce business documents
BSBITU309	Produce desktop published documents
BSBITU311	Use simple relational databases
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBITU315	Purchase goods and services online
BSBPRO301	Recommend products and services
BSBPUR301	Purchase goods and services
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organise personal work priorities and development
BSBWOR302	Work effectively as an off-site worker
BSBWRK311	Develop self-awareness
BSBWRT301	Write simple documents

It is highly recommended that participants view www.training.gov.au for detailed information on packaging arrangements.

The Australian Qualifications Framework (AQF) provides a guide to the volume of learning for each qualification. It describes how long a student may take to complete a qualification and is dependent on a number of factors such as; experience, current skill level, knowledge and job role.

Without any prior experience, skill or knowledge it is anticipated a student would take 12 – 24 months to complete this qualification.

Qualification Fee: Trainees who qualify for a funded Traineeship through the Department of Training and Workforce Development (DTWD) will be charged as per the published rates on the DTWD Jobs and Skills WA website (<http://www.dtwd.wa.gov.au/jswa>).

The qualification cost is calculated based on the nominal hours of each unit multiplied by the DTWD Jobs and Skills WA hourly rate outlined in DTWD's VET fees and charge policy. AspirePT will provide all trainees with resources to support in the learning process when completing through a traineeship model. In some instances a Trainee may require additional resources incurring extra costs.

BSB30115 CERTIFICATE III IN BUSINESS