

BSB30115

Certificate III In Business



The BSB30115 Certificate III in Business sets the foundation benchmark for industry best practice as a business professional. This qualification is recognised across industry and Australia wide. By the end of this qualification you will have developed skills in time management, dealing with customers, using business systems, recommending products and services along with applying WHS practices and working with others.

This qualification has been developed against national standards by experienced business trainers with current industry experience. It is this current industry experience which has enabled us to include real-life practical scenarios along with challenging real business projects that will get you applying your new found knowledge and skills in the workplace immediately.



Duration
12-18 Months



Delivery Method
Completely online



Outcome
BSB30115 Certificate III in Business will be issued on successful completion



Cost
This training is fee free and subsidised by the NSW government



1800 672 933
www.jbhunteracademy.edu.au
JB Hunter Technology RTO ID 90277

Unit Selection

To successfully obtain this qualification, students must complete the 12 listed Units of Competency.

Prerequisites

There are no pre-requisites for this qualification, although students must be employed in a business environment.

Other Entry Requirements

Students will be required to undertake an initial skills assessment, comprising of a Language, Literacy and Numeracy (LLN) assessment prior to course commencement to assess their readiness for Certificate III level training.



Accreditation



Professionalism in the Workplace

BSBWOR301	Organise personal work priorities and development
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBWRT301	Write simple documents

Understanding your Business

BSBINM301	Organise workplace information
BSBPRO301	Recommend products and services

Prioritising the Customer

BSBCMM301	Process customer complaints
BSBCUS301	Deliver and monitor a service to customers

Business Systems

BSBCUE301	Use multiple information systems
BSBITU314	Design and produce spreadsheets
BSBITU312	Create electronic presentations

Build an Effective Team Environment

BSBDIV301	Work effectively with diversity
BSBWOR203	Work effectively with others

Employer Incentives & Training Fees

Did you know this training is subsidised by the NSW Government, and you may be eligible for a range of financial incentives available from the Australian Government when you take on an eligible Australian trainee or enrol an existing worker into a Traineeship? The table below outlines the incentives available and approximate training expense fees. This Traineeship is covered by the NSW Fee Free Traineeship Initiative. There is no student contribution payable for this training.

	Metropolitan	Additional Rural Loading
Employer Incentives	\$4000	\$1500
Less Tuition Fees	\$0	\$0
Nett Employer Benefit	\$4000	\$5500

**Based on Smart and Skilled incentives*

